

## City of Oshkosh POSITION DESCRIPTION

Position:     **Property Clerk**  
Dept:         Police  
Div.         Investigative Services Bureau  
Reports to:   Investigative Services Bureau Sergeant  
Date:         February 2010

### POSITION SUMMARY

The Property Clerk is a non-sworn position assigned to the Investigative Services Bureau. As such, the person in this position is governed by not only legal but moral standards of the highest nature. His/her philosophy must be one of dedication to the public service, setting aside personal interests for the common good. The Property Clerk is under the direct supervision of the Sergeant in the Investigative Services Bureau or a designee. In the absence of a supervisor in the Investigative Services Bureau, the clerk shall come under the direct command of the working patrol shift commander. The clerk shall be familiar with Federal laws and thoroughly familiar with State law, City ordinance and Department policy as it pertains to the position and the handling of property and evidence.

Primary responsibilities of the Property Clerk involve acceptance, control, and disposition of found, recovered, or evidentiary property in accordance with law and Departmental policy and procedure.

### ESSENTIAL JOB FUNCTIONS

Duties performed by the Property Clerk on a **frequent** basis include but are not limited to the following:

1.    Receive, inventory, and properly store all evidence and found property which is in the control of the Oshkosh Police Department.
2.    Maintain records and evidence in compliance with courtroom procedures and judicial fiat (municipal, State and Federal).
3.    Maintain and continually update the inventory records showing the location or disposition of all evidence and found property from the date received to the date of disposal.
4.    Coordinate the proper release of evidence and property to rightful owners where appropriate.

5. Organize and file photo envelopes / logs from photographs taken of crime scenes, accidents, evidence, and prints collected.
6. Performs other duties as assigned.

Duties performed by the Property Clerk on a **regular** basis include but are not limited to the following:

1. Coordinate the processing of photographs so that they can be used as evidence in court proceedings and/or made available to interested parties as requested.
2. Assist with copying digital evidence for the District Attorney's office upon request.
3. Maintain inventory of supplies on hand and orders supplies through ISB supervisor and Office Manager.

Duties performed by the Property Clerk on an **occasional** basis include but are not limited to the following:

1. Transport evidence for laboratory examination and/or courtroom proceedings ensuring that the chain of evidence is properly maintained and kept as short as possible.
2. Assist prosecutors in the preparation and presentation of evidence at trials by providing detailed documentation and information on the evidence received, general condition, and type of tests performed.
3. Testify in court honestly, impartially, and convincingly as a witness relating facts to a judge and/or a jury to assist court decisions.

#### **ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES**

- A. Ability to develop knowledge to interpret laws, ordinances, and regulations pertaining to evidence/property control and apply them with tact and impartiality.
- B. Skill in operating computer equipment, i.e. personal and main frame computers.
- C. Ability to maintain records of work performed.
- D. Ability to interpret and follow oral and written instructions.
- E. Ability to learn property management and control concepts.
- F. Ability to schedule appointments, answer phone messages and written correspondence, release evidence according to policy in coordination with daily responsibilities.

## REQUIRED MINIMUM QUALIFICATIONS

- A. High School Diploma or equivalent. Associate degree in Criminal Justice, Office Management, Management Information Systems, or related fields is desired but not required.
- B. Two (2) years experience in office management and record (computerized) keeping preferred.
- C. Valid WI Drivers License.

In evaluating candidates for this position, the City may consider a combination of education, training and experience which provides the necessary knowledge, skills and abilities to perform the duties of the position.

## TOOLS AND EQUIPMENT USED

Telephone system, personal computer, copy machine and fax machine. The wearing of personal protective gear such as gloves, safety glasses and other safety gear may be required.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

While performing the duties of this job, the employee is frequently required to sit, stand, bend, twist, kneel and talk or hear. The employee is frequently required to walk and climb stairs and ladders, use hands to finger, handle or operate objects, tools, or controls; and reach with hands and arms. The employee may, at times, encounter various odors and other conditions normally found in municipal public works operations.

The employee must frequently lift or move 25 pounds and occasionally lift and or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

While performing the duties of this job, the employee will at times be near moving mechanical parts, and outside in various weather conditions. Safety equipment will be supplied when employee is exposed to toxic or caustic chemicals, fumes, or flying debris. The noise levels in the work area vary from low to moderate.

## SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.