

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Civilian Evidence Technician
Department: Sheriff's Office
Revised : January 2023

Class : Administrative Support
FLSA : Non-exempt

This job description supersedes any prior description for the Civilian Evidence Technician classification.

GENERAL DESCRIPTION

Extremely responsible administrative work processing and entering new evidence submitted into the Rowan County Sheriff's Office RMS system by Deputies. General supervision is received from the Captain that oversees this position, who reviews work through observation and periodic consultations.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Processing and entry of new evidence submitted into the RSCO RMS system by Deputies including storage and inventory, preserving the chain of evidence for the RSCO.

Reviewing, inventorying, destroying, and returning evidence as requested by the courts.

Packaging evidence for storage.

Assisting Detectives, Crime Scene Units, and Officers at crime scenes gathering and collecting evidence.

Transporting and returning evidence to and from state and commercial labs.

OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of Federal and State laws and court decisions pertaining to the recovery of property and evidence and preservation of the evidence chain.

Thorough knowledge of techniques, practices and procedures of receiving, inventorying, safeguarding, storing, and handling of property.

Thorough knowledge of the principles and practices of basic record keeping and filing system.

Basic knowledge of the rules of evidence and laws pertaining to the maintenance, release, and destruction of evidence.

General knowledge of local government operations and procedures related to law enforcement.

Job Title: Civilian Evidence Technician

Page : 2

Knowledge of legal terminology and legal process.

Knowledge of rules of evidence and basic criminal law

Knowledge of processes and procedures for requesting court orders.

Knowledge of practice and procedures for handling and disposing of hazardous materials and firearms.

Ability to work quickly and accurately on multiple tasks.

Ability to plan, program, and supervise the work of subordinate clerical employees.

Ability to communicate clearly and concisely, orally and in writing.

Ability to understand and carry out oral and written directions.

Ability to maintain confidentiality about information accessed in work activities.

Ability to maintain accurate records and files.

PHYSICAL REQUIREMENTS

Work in this class may include sitting, walking, running, bending, stooping, and lifting weights of approximately 65 lbs or less unassisted and weights over 65 lbs with assistance. Work may include both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc. Employee may be exposed to hazardous chemicals, smoke, or potentially hazardous or volatile situations. Employee must be able to maneuver in tight places such as the crawl space under a building, climb ladders, step over obstacles, step on and off machinery, etc. Work includes operation of a motor vehicle.

EXPOSURE CONTROL

Work is likely to cause direct contact with blood or other body fluids to which universal precautions apply. Personal protective equipment is provided and must be worn.

MINIMUM EXPERIENCE AND TRAINING

Graduation from high school or high school equivalency and one year of related work experience A valid driver's license is required.

**This job description does not create an employment contract,
implied or otherwise.**