



# City of Tempe

## PROPERTY TECHNICIAN

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	096	<i>FLSA Status:</i>	Non-exempt
<i>Department:</i>	Police	<i>Salary / Hourly Minimum:</i>	\$18.733173
<i>Supervision Level:</i>	Non-supervisor	<i>Salary / Hourly Maximum:</i>	\$25.289904
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Property Technician
<i>Drug Screen / Physical:</i>	Y	<i>EEO4 Group:</i>	Technicians

### DISTINGUISHING CHARACTERISTICS

### REPORTING RELATIONSHIPS

Receives general supervision from the Property Supervisor or from other supervisory or management staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Two years of responsible storekeeping, stocking, inventory control or related experience, including experience in using and maintaining computerized record systems particularly bar code systems; OR one year of law enforcement experience. Law enforcement property storage experience is highly desirable.
<i>Education:</i>	Equivalent to the completion of the twelfth grade, supplemented by training or college-level course work in criminal justice, evidence handling, inventory control, or a degree related to the core functions of this position. Completion of a recognized property/evidence school is preferred.
<i>License / Certification:</i>	Possession of, or required to obtain a valid Arizona forklift operator's certificate.

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To receive, preserve store and release property and evidence to appropriate personnel in accordance with Federal and State laws and City ordinances.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Receive items of evidence collected by police officers from locked lockers at the various police facilities, including lockers located in freezers and refrigerators; load and transport evidence to the police property facility; inventory and log all items; bar code and store all evidence in an orderly manner for quick retrieval; enter all items in a computerized bar code system.
- Secure all evidence to maintain the proper chain of evidence for court presentation; release evidence for court purposes and laboratory analysis.
- Receive, store and log money, narcotics, firearms and other items of a sensitive nature in an appropriate manner to ensure their security.
- Follow the disposition of criminal cases to determine appropriate treatment of impounded property.
- Testify in court regarding the integrity of property storage, preservation and transportation.
- Receive, inventory and secure abandoned or found property; compare articles from serial numbers and descriptive features; attempt to locate owners of property and return property to owner as directed through registered letter, phone or postcard; check items for stolen property. Loading and delivering property using an assigned city vehicle.
- Perform filing and other clerical work necessary to maintain the property room.
- Research all abandoned, found or unclaimed property for possible owners; list serial numbers, etc. for publication; remove items from existing location and store in separate location with corresponding paperwork until time for auction.
- Provide customer service and answer citizen inquiries and complaints over the telephone and in person regarding property dispositions.
- Destroy narcotics and unclaimed and unsold firearms following carefully prescribed procedures; witness burning to ensure all materials are destroyed.
- Assist in advising Department personnel of the laws and policies of evidential property control; instruct and train new personnel assigned to the Police Department; conduct formal property function training for Police Officer recruits, as well as continuing education for department personnel.
- Package, label and send property articles to other cities and states.
- Compile necessary periodic reports; using computers and related software programs; ability to effectively communicate in writing.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects – Required to lift 50 lbs.
- Move heavy objects with forklift, dolly, etc. - Move pallets and totes which could weigh up to several hundred pounds
- Operate city vehicles
- Climb stairways, ladders, and work on elevated structures
- Traverse long distances during workday with or without an accommodation
- Other physical labor essential to the classification
- Work in a stationary position for considerable periods of time
- Operates computers, calculators and other office machines
- Extensive reading and close vision work
- Work in confined areas
- Work out-of-doors in inclement weather
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.
- Exposure to blood and airborne pathogens; bodily fluids; etc
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.
- May require working extended hours
- May work alone for extended periods of time
- Operate city equipment

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

*For more information about the City of Tempe's competencies for all classifications:*

[City of Tempe, AZ : Competencies](#)

## JOB DESCRIPTION HISTORY

*Effective November 1988*

*Revised October 1996*

*Revised January 2002 (Title Change)*

*Revised November 2002 (Removed A.L.E.O.A.C. Teaching Cert)*

*Revised October 2004 (Revised to include "bar code system")*

*Revised Nov 2010 (Removed driver's license requirement)*

*Revised Oct 2015 (added environmental settings)*