



City of Tempe

PROPERTY TECHNICIAN

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	096	<i>Department:</i>	Police
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Property Technician
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	Yes

Click [here](#) for more job classification information including current salary range.

REPORTING RELATIONSHIPS

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

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Two (2) years of storekeeping, stocking, inventory control or related experience, including experience in using and maintaining computerized record systems particularly bar code systems; OR one (1) year of law enforcement experience. Law enforcement property storage experience is preferred.
<i>Education:</i>	High school diploma, GED or equivalency, 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>	<ul style="list-style-type: none"> ● Possession of a valid driver’s license. ● Possession of, or required to obtain a valid Arizona forklift operator's certificate.
<i>Additional:</i>	Must pass police polygraph and background examination.

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.

- 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.

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
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

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 November 2010 (Removed driver's license requirement)

Revised October 2015 (added environmental settings)

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Job Title: Property Technician

Job Code: 096

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?		X
Will this vehicle require a Commercial Drivers License?		X

	Never 0% of time	Occas. 1-35% of time	Freq. 36-65% of time	Contin. 66-100% of time
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WORK WITH OR EXPOSURE TO THE FOLLOWING				
Machinery*		X		
Electrical*	X			
Power Tools*	X			
Hand Tools*		X		
Personal Protective Equipment*		X		
Computer Software				X
Fumes		X		
Chemicals		X		

ENVIRONMENT				
Indoors				X
Outdoors		X		
Working in or around water		X		
Extreme Heat		X		
Extreme Cold		X		
Office Setting				X
Confined Spaces		X		
Excessive Noise**		X		
Heights		X		
Sewage Exposure	X			
Bodily Fluid Exposure			X	

ENDURANCE				
Sit		X		
Stationary / Stand			X	
Traverse / Move			X	

VISION REQUIREMENTS	YES	NO
Close (clear vision at 20 inches or less)	X	
Distance (clear vision at 20 feet or more)	X	
Color (ability to identify and distinguish colors)	X	
Depth Perception (three-dimensional vision, ability to judge distances and spatial relationships)	X	
Peripheral (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)	X	
Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)	X	
No Special Vision Requirements		X

Maximum LIFT / CARRY	Lift	Carry
5-25lbs		
26-50lbs	X	X
51-75lbs		
76-100lbs		

Maximum PUSH / PULL	Push	Pull
5-25lbs		
26-50lbs		X
51-75lbs	X	
76-100lbs		

MOVEMENT	YES	NO
Bend / Stoop / Twist	X	
Crouch / Squat	X	
Kneel / Crawl	X	
Above Shoulder Level	X	
Below Shoulder Level	X	
Repetitive Arm Use	X	
Repetitive Wrist Use	X	
Repetitive Hand Use	X	
Neck Range of Motion	X	
Climb Stairs / Ladders	X	
Traverse Uneven Surface	X	
Traverse Even Surface	X	

ADDITIONAL CONSIDERATIONS:
May require working extended hours.
May work alone for extended periods of time.
Other mental attributes essential to this classification.

*DEFINITIONS/EXAMPLES
Machinery: bucket truck, riding mowers, backhoe etc.
Electrical: wiring, outlets, fuses etc.
Power Tools: push mowers, jackhammers, drills, chainsaw etc.
Hand Tools: hammers, wrenches, shovels, wheel barrels, saws etc.
Personal Protective Equipment: respirators, Tyvek coveralls, hard hats, fall protection harness etc.

**** Hearing test is required**