



Seminole County Sheriff's Office

EVIDENCE SPECIALIST

Class Spec Code: 1040

Established Date: 10/14/2020

Last Revised Date: 01/10/2022

Effective: 11/18/2022

Salary Range

\$16.50 Hourly

Bargaining Unit

N/A

EEO

EEO4-Administrative Support

Occupational Group

N/A

FLSA

Non-Exempt

Benefit Code

FT BENEFITS

Physical Class

DTME

Classified Service

Yes

General Description

Technical work responsible for the receipt, custody, storage, and disposal of evidence or other items housed by the Forensic Laboratory Services Division.

Typical Duties

Note: Listed functions, duties, responsibilities and skills are not intended to be all-inclusive and the employer reserves the right to assign additional responsibilities as deemed necessary for the operational efficiency of the Sheriff's Office.

Evidence Handling (80%)

Receives, retrieves, logs, transfers, audits and disposes of property and/or evidence; records and logs all monies seized; maintains accurate chain of custody records per established procedure; maintains accurate inventory of evidence and property; assist other agencies in the disposal of property or evidence; returns evidence or property to owners per established procedures; delivers evidence to court as required; delivers and picks up evidence at the Florida Department of Law Enforcement for analysis.

Perform investigative analysis for proper disposition of evidence and document the analysis in the case file. This includes answering routine telephone inquiries from attorneys, victims, or other interested parties. (14%)

Presents expert testimony in criminal courts and depositions upon request. (1%)

Performs other duties as assigned or as may be necessary in the efficient and effective performance of the position functions. (5%)

Minimum Qualifications

- High School Diploma/GED
- Two (2) years' experience in a position which required high volume record keeping or inventory management or law enforcement crime scene work experience
- Consideration may be given to equivalent combination of related training, education and experience
- Must obtain and maintain certification with the International Association for Property and Evidence
- Must possess and maintain a valid Florida Driver's License

Knowledge, Skills, Abilities & Other

Regular and prompt attendance is mandatory in the performance of an employee's duties for this position, to include scheduled work hours, and required training activities, calls for mandatory overtime needs and calls for service during times of an emergency.

Knowledge of evidence handling procedures; of record keeping and inventory management techniques. Extensive knowledge of departmental computer programs.

Ability to demonstrate ethical and professional behavior; ability to establish and maintain effective working relationships with others; and to work independently.

Ability to establish record keeping systems; to work with and not be sensitive to strong chemicals and odors; to work with, and not be sensitive to, evidence that may depict graphic scenes of violence.

WORKING CONDITIONS

The work environment for this position is a warehouse setting. The incumbent must be able to work in an environment where there may be exposure to scenes of graphic violence and potentially hazardous materials (biological and chemical).

PHYSICAL ATTRIBUTES REQUIREMENTS

Mobility-Frequent standing, walking, stooping, bending, climbing ladders, driving

Lifting-Able to lift 25 pounds

Visual-Constant overall vision; color perception, eye-hand coordination; depth perception; frequent reading/close-up work

Hearing/Talking- requirement to hear normal speech; hearing on telephone and radio; talking on telephone/radio

Emotional/Psychological-Exposure to emergency situations; may be exposed to trauma, grief and death

Special Requirements- Ability to behave respectably and with utmost integrity even when off duty. May be required to respond for any critical incident, manmade or natural; frequent after hours call outs, required working weekends, nights, and/ or overtime

Environmental- Exposure to chemicals, organic compounds, biological substances and hazardous materials. These chemicals and compounds can pose a biological or health damaging risk