

Winnebago County State's Attorney's Office



J O B D E S C R I P T I O N

TITLE:	SUPPORT STAFF – EVIDENCE CUSTODIAN		
DEPARTMENT:	Evidence Custodian		
REPORTS TO:	Office Manager		
STATUS:	Non-Exempt Hourly	SUPERVISES:	No
EMPLOYMENT:	Regular Full Time	REG. HOURS:	40.0 per week

POSITION SUMMARY:

Under general supervision the evidence custodian provides supportive duties involved in receiving, storing, disposing of and releasing property and evidence collected after trial or case completion in the juvenile justice center. This includes documenting evidence/exhibits and ensuring the safekeeping of the property and other items and ensures preservation of all items taken into evidence.

EDUCATION/EXPERIENCE:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an Evidence Custodian. A typical way of obtaining the required qualifications is to possess the equivalent of a high school diploma, with some college coursework in police sciences highly desirable. Previous law enforcement and legal background helpful but not required.

KNOWLEDGE, SKILLS & ABILITIES:

Applicable policies, procedures, and work methods associated with assigned duties; principles and practices of property and evidence documentation, inventory and control; applicable federal, state, and local laws, codes and regulations, including those related to documentation, storage and disposal of evidence and property; automated law enforcement information systems and procedures; basic understanding of occupational hazards and standard safety procedures.

- Qualifications: To perform this job successfully, an individual must be able to perform each primary job duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill and/or ability required.
- Ability to operate a computer using a variety of word processing and software applications.
- Ability to work independently, prepare required forms and documents;
- Ability to read and interpret documents, communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with staff, the public and others encountered in the course of work.

CHARACTERISTICS UNIQUE TO THIS POSITION:

Must be extremely organized. Must be able to maintain an accurate filing system. Must be able to work in a fast paced hectic environment. Must have the ability to switch focus often to meet the immediate needs of one or more attorneys.

ESSENTIAL JOB FUNCTIONS:

1. Oversees the receipt, identification, categorization, storage and custody of evidence exhibits for safekeeping in accordance with established procedure and any applicable local, state and federal laws and regulations.
2. Oversees the entry of all property items received into the appropriate computer systems or database maintains accurate records on evidence exhibits and maintains tracking record of individual property items to ensure chain of custody.
3. Maintains comprehensive records related to evidence and property, such as inventory, location information, destructions, and specific items; maintains statistical information to produce a variety of reports and computerized queries.
4. Requires the ability to communicate both orally and in writing.
5. Performs all other duties as assigned.

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PHYSICAL SPECIFICATIONS:			
JOB DEMAND	CHECK IF APPLY	PERCENT OF TIME	OTHER JOB INFORMATION
Standing	<input checked="" type="checkbox"/>	10 %	
Walking	<input checked="" type="checkbox"/>	10%	
Sitting	<input checked="" type="checkbox"/>	20%	
Lifting	<input checked="" type="checkbox"/>	10%	Maximum Weight 50 lbs.
Carrying	<input checked="" type="checkbox"/>	20 %	Maximum Weight 50 lbs.
Pushing	<input checked="" type="checkbox"/>	5 %	Maximum Weight 50 lbs.
Pulling	<input checked="" type="checkbox"/>	5 %	Maximum Weight 50 lbs.
Driving	<input type="checkbox"/>	%	
Balancing	<input type="checkbox"/>	%	
Stooping	<input type="checkbox"/>	%	
Kneeling	<input type="checkbox"/>	10 %	
Crouching	<input type="checkbox"/>	10%	
Crawling	<input type="checkbox"/>	%	
Reaching	<input type="checkbox"/>	%	
Handling	<input type="checkbox"/>	%	
AUDIO/VISUAL		EXPOSURE SPECIFICATIONS:	
JOB DEMAND	CHECK IF APPLY	JOB DEMAND	CHECK IF APPLY
Sight	<input checked="" type="checkbox"/>	Organic Solvents, Ink	<input type="checkbox"/>
Color Vision	<input type="checkbox"/>	Noise	<input type="checkbox"/>
Near Vision	<input checked="" type="checkbox"/>	Work at Rapid Pace	<input checked="" type="checkbox"/>
Far Vision	<input checked="" type="checkbox"/>	Temperature Variance	<input type="checkbox"/>
Depth Perception	<input type="checkbox"/>	Solitary Work	<input checked="" type="checkbox"/>
Peripheral Vision	<input checked="" type="checkbox"/>	Poor Ventilation	<input type="checkbox"/>
Speaking	<input checked="" type="checkbox"/>	Toxic Conditions	<input type="checkbox"/>
Hearing	<input checked="" type="checkbox"/>	Dangerous/Moving Machinery	<input type="checkbox"/>
OTHER:			
ISSUE:	CHECK IF APPLY	DESCRIBE	
Access to CONFIDENTIAL information	<input checked="" type="checkbox"/>		
Access/handle Company funds	<input type="checkbox"/>		
Ability to communicate fluently in English	<input checked="" type="checkbox"/>	Primary language is English, Spanish helpful	

Disclaimer: The above information indicates the general nature and level of work performed by employees within this classification. It is not a comprehensive inventory of duties and/or responsibilities.