



## PROPERTY ROOM OFFICER

**Department:** Sheriff  
**Job Class #:** 329900  
**Pay Range:** General 16

**FLSA: Non-Exempt**  
**Represented: Yes**  
**CSC Approved:**

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Classification descriptions are **not** intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** Property Room Officers are responsible for a variety of tasks relating to the storage and safekeeping of property and evidence. Job duties are technical in nature, and support the Pierce County Sheriff's Department.

### **ESSENTIAL FUNCTIONS:**

- Retrieve, process, identify, record, store, secure and insure the safekeeping of property and evidence according to established procedures.
- Preserve the chain of evidence upon receipt of such items into the department until released by the Case Agent, the County Prosecutor or the Courts.
- Maintain confidentiality as it relates to the position.
- Drive to various locations and work sites county-wide to pick up property and evidence.
- Research cases in the computer to determine their status in the judicial system, as it relates to evidence and property.
- Inventory property and evidence as it is initially placed into the property room and when it is signed out for court.
- Dispose of or purge evidence or property no longer needed by the courts through actual destruction, melting, burning or auctioning of items.
- Testify in court, as requested, regarding the chain of custody from receipt until admitted into court.
- In person contact with the public and independently answer questions and resolve concerns regarding property and evidence.
- Establish and maintain effective working relationships with County officials, employees and the general public.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

### **OTHER JOB FUNCTIONS:**

- Perform other job functions as assigned.

### **SUPERVISION RECEIVED AND EXERCISED:**

Work is performed independently under general supervision from an immediate supervisor. Work is reviewed for accuracy, productivity and compliance with established procedures. This position does not supervise others.

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**WORKING ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Property Room Officers retrieve evidence from crime scenes in the field and from secure lockers at the various precincts, detachments and stations. Property Room Officers work in enclosed, windowless rooms; outdoors in all types of weather; and travel to remote sites county-wide. Property Room Officers may be exposed to bio-hazardous materials, noxious odors and chemical agents.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. The classification of Property Room Officer has physical requirements of varying degrees based on numerous differing work circumstances. Required physical activities include walking, standing, sitting, balancing, climbing, kneeling, bending, stooping, lifting, dragging, throwing, digital dexterity, twisting the body, talking, hearing and seeing. The job requires an incumbent to move and lift heavy or bulky items and/or equipment and be able to lift up to 50 pounds unassisted. Employees must be able to safely operate a motor vehicle. Work schedules may include on call shift work, holidays and weekends. Employees must be able to safely operate equipment utilized in the warehouse, which consists of ladders, rolling ladders, hand trucks, pallet jacks, and battery operated lifting equipment.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

#### **Knowledge of:**

- Basic warehouse and/or inventory control principles/practices
- Basic math and English
- Basic computer literacy
- Standard safety procedures.

#### **Skill in:**

- Scheduling work projects to ensure timely completion.

#### **Ability to:**

- Effectively interact and communicate with audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Testify during criminal court proceedings.
- Learn specific computer programs utilized in property room work area
- Ensure confidentiality of transactions
- Understand and follow written and verbal instructions.
- Independently determine and exercise good judgment to correctly handle varied situations in compliance with established procedures.
- Communicate effectively, both orally and in writing to diverse groups and individuals.
- Pay close attention to details; learn and apply detailed information, processes and protocols.
- Represent the Sheriff's Department to the public in a professional manner that is consistent with the Department's image
- Work effectively and productively with others; participate as an effective member of a service oriented team
- Establish and maintain effective working relationships with staff, inmates, other agencies and the public.

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#### **KNOWLEDGE, SKILLS AND ABILITIES: (continued)**

##### **Ability to: (continued)**

- Operate office equipment and personal computers associated with the position.
- Work a flexible schedule, which may include on-call, evenings, weekends, overtime and holidays.
- Physically perform the essential functions of the classification.
- Meet the traveling requirements of the position.
- Effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner.

**MINIMUM REQUIREMENTS TO APPLY:** High School diploma or G.E.D. certificate is required. United States citizenship and the ability to read and write the English language is required by RCW 41.14.100.

**SPECIAL REQUIREMENTS:** Ability to successfully complete a Pierce County Sheriff's Department background investigation, which may include a medical physical, behavioral assessment and/or polygraph, is required prior to hire. Ability to obtain and maintain required professional certifications is a condition of continued employment. Applicants must be 21 years of age at time of appointment. Valid Washington State driver's license is required at time of appointment.