

PROPERTY CLERK

Code No: 4-18-247
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a civilian position in a town or village police department or the Monroe County Sheriff's Office responsible for the maintenance of an inventory control system for property retained as evidence, or recovered in the course of police work. Duties involve the safe and efficient handling of firearms and the safe handling and destruction of related articles such as gunpowder and ammunition. Duties also involve lifting/moving items of various sizes and weights. The employee reports directly to, and works under the general supervision of a police officer or other higher-level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Maintains in a secure area articles of evidence, investigation and lost/found property in an appropriate manner to ensure their use as evidence;

Logs the whereabouts ("chain of custody") of articles of evidence;

Maintains a paper and computerized filing/inventory system of articles that have been retrieved, as well as stolen property for use as a comparison to recovered articles;

Researches case files to determine if property can be returned or disposed of;

Composes simple correspondence and communicates with citizens, court personnel, lawyers, insurance companies, and other personnel regarding property;

Makes deliveries to, and retrievals from the Monroe County Public Safety Forensic Laboratory, and Monroe County Medical Examiner, police departments or Sheriff's sub-stations;

Testifies in court as required;

Schedules and supervises the distribution of all property as allowed, and the destruction of property as mandated by law.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the proper and safe handling of evidence and weapons; good knowledge of inventory procedures; good knowledge of New York State Penal Law, Criminal Procedure law and Personal Property Law as they pertain to the intake, retention and disposition of property; ability to adhere to standards regarding the safe handling and preservation of evidence and property; ability to compose simple correspondence; ability to deal effectively with staff and the public; ability to follow oral and written instructions; ability to communicate orally and in writing; ability to maintain basic records and files, including computerized files, databases, and inventory records; ability to organize and plan daily activities; ability to make decisions; ability to follow through on existing procedures; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma; PLUS:

(A) One (1) year paid full-time or its part-time equivalent experience in inventory control, or

warehousing, or performing stock clerk or evidence/property control work; OR,

(B) Two (2) years paid full-time or its part-time equivalent office clerical or secretarial experience; OR,

(C) An equivalent combination of experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

Monroe County Civil Service Commission

ADOPTED: June 14, 1984

REVISED: July 27, 1989

REVISED: September 9, 1993

REVISED: March 3, 2011

REVISED: April 8, 2021