



## NOTICE OF JOB OPENING POLICE EVIDENCE ATTENDANT

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**Posting Date:** August 7, 2019  
**Department:** Police  
**Reports to:** Investigations Lieutenant  
**Salary Range:** Grade N-06 (Salary Range \$17.01 - \$25.13 per hour)  
**Position Type:** Full-Time  
**How to Apply:** Applications available at [bountifulutah.gov](http://bountifulutah.gov)  
(Bountiful City Application **REQUIRED**)  
**Send to:** Human Resources, 260 West 1050 South, Bountiful, UT 84010  
**Email:** [jobs@bountifulutah.gov](mailto:jobs@bountifulutah.gov)

**Application Deadline:** 6:00 p.m., Wednesday, August 21, 2019

### **Overview:**

Responsible for the efficient and successful operation of the Police Department evidence room as a civilian employee.

### **Tasks:**

- Receives, logs, records and properly tags evidence submitted by police officers into the computer system.
- Maintains proper chain of custody on all items of evidence.
- Occasionally transports evidence to the Utah State Crime Lab for analyzation.
- Maintains the integrity of the evidence room by storing evidence appropriately in the department authorized locations and oversees inventory control using a bar code system.
- Arranges release of evidence to officers for court purposes, and arranges release of property to citizens.
- Disposes of property in a department approved manner.
- Supervises the department's Crossing Guards and assists them in their related duties. Coordinates Crossing Guard program with the Investigations Sergeant.
- Acts as a liaison with outside law enforcement agencies, city employees, and the general public.
- Maintains department digital evidence.
- Maintains and orders office supplies.
- Performs other duties as assigned.

### **Knowledge, Skills and Other Characteristics:**

Must have proficiency in computer skills. Must have good organizational and problem solving skills. Must have good verbal communication skills.

Must maintain strict confidentiality concerning information learned during the performance of job duties.

Ability to sit frequently and drive a motor vehicle.

Ability to read, understand, remember and implement state, local, federal laws and procedures.

Ability to proficiently utilize and operate department equipment as assigned.

Ability to testify in court.

Ability to work with evidence sometimes contaminated with body fluids, chemicals, and other hazardous materials using protective equipment.

### **Qualifications:**

Graduation from a standard senior high school or equivalent.

Must have essential knowledge of spelling, vocabulary, office procedures and techniques, analytical skills and a good knowledge of all office equipment.

Must maintain a valid Utah Driver's License.

Must be able to reach and retrieve property and evidence at elevated levels.

Must be able to pass background, drug, and polygraph tests.