



AN EQUAL OPPORTUNITY EMPLOYER
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN OPEN RECRUITMENT FOR:

EVIDENCE TECHNICIAN (PART-TIME)
Application Deadline: OPEN UNTIL FILLED

Department: Sheriff
Location: County-wide
Salary: Range PT64 - \$22.10-\$26.86/hour
Up to 29 hours per week with some prorated benefits

DEFINITION: Under limited general supervision, to photograph, collect, and/or receive, handle, transport, store, present, and dispose of property and evidence for the Sheriff's Department; to be responsible for accurate and thorough documentation of all aspects of evidence.

ESSENTIAL JOB DUTIES: Using current methods and equipment under scientific and legal guidelines and requirements; photographs, collects, or receives, processes, maintains, presents at court or to other agencies and disposes of items of evidence or property under legal guidelines with thorough documentation throughout the process; work closely and cooperatively with deputies, investigators, allied agencies, District Attorney staff, and the public; strict maintenance of confidentiality and control of sensitive items and information; prepares detailed reports of actions taken, evidence/property inventory, catalogs and continuous maintenance of all items and documentation; travels to crime scenes throughout the County and contiguous jurisdictions at any time or day by driving County sedans, pickup trucks, 4x4s or vans or being flown by airplanes or helicopters; requires travel by driving alone or being flown to other areas of the State to attend training (up to three weeks in duration) or to deliver/pickup items; attendance may be required at specified autopsies to photograph and control evidence; complies with court orders, District Attorney, Public Defender, and private attorney legal requests for evidence/property/documentation and testifies in court regarding all aspects of evidence/property; researches the disposition of cases and then legally disposes of evidence/property or legally returns it to the rightful owner or assists with public auctions to dispose of unnecessary non-returnable property; supervises the destruction of controlled substances per policy and/or law; and keeps work areas, equipment, and vehicles in a clean and orderly condition. A one-year probationary period will apply to this position.

DISTINGUISHING CHARACTERISTICS: The part-time Evidence Technician is the entry level class in the Property Evidence field that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine and less complex assignments within an established procedural framework.

EMPLOYMENT STANDARDS:

Education/Experience: High school graduate and an interest in law enforcement, forensics, crime scene investigation and or related field.

Ability to: Follow orders and directions of the Investigative Unit of the Sheriff's Department; receive, collect, transport, document, store, and maintain an inventory of evidence and property; prepared and maintain accurate records; maintain confidentiality and control of sensitive information; operate computer terminal to enter and retrieve information; interpret, apply, and explain a variety of ordinances, rules, and regulations; exercise sound independent judgment within established procedural guidelines and protocols; testify in court regarding chain of custody and evidence and property records; establish and maintain effective working relationships with a variety of individuals, in person and over the telephone, including when relations may be confrontational or strained; operate photography equipment and Sheriff's radios.

Physical ability to: Ability to lift and move up to forty (40) pounds; mobility to work in a typical office and stores setting and walk into rugged up or down terrain carrying equipment; use standard office equipment; sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as typing, filing, data entry, and use of a calculator and/or 10-key adding machine; drive a motor vehicle (including off-road into rugged terrain); vision to read printed materials and a VDT screen and perform job functions during hours of darkness; hearing and speech to communicate in person, over the telephone, or Sheriff's radio.

Special requirements: Must possess and maintain a valid operator's license issued by the State Department of Motor Vehicles; must successfully complete a pre-employment background investigation, including no restrictions on possessing weapons; must successfully complete a pre-employment physical, including drug screen. Your position may be required to serve as a Disaster Service Worker during a County emergency.

SELECTION: Selection procedure will be determined by the number and qualifications of applicants and may include a qualification screening, written examination, and oral interview.

APPLICATION: **This recruitment will remain open until position has been filled.** Applications **must be received** in the Inyo County Personnel Office, P.O. Box 249, Independence, CA 93526. Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like "See/Refer to Resume" or "See Attached".** Incomplete applications will not be processed. Applications may be faxed to meet the deadline; original application with original signature must be mailed.

The County of Inyo has work sites located throughout Inyo County in the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the Death Valley area (Death Valley, Shoshone, and Tecopa). **All positions are considered Countywide positions.** Positions are assigned to a work site based upon the needs of the County. Positions may be temporarily or permanently reassigned to another work site as deemed necessary by the Department Head and/or County Administration.

THIS RECRUITMENT WILL ESTABLISH AN ELIGIBILITY LIST THAT MAY BE USED FOR ONE YEAR IN FILLING VACANCIES THAT MAY OCCUR IN THIS JOB CLASSIFICATION AND SALARY RANGE.

REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES: Inyo County will make reasonable efforts in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0377 prior to the examination process.

CITIZENSHIP/IMMIGRATION STATUS: Inyo County employs only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.