

PURPOSE OF THE CLASSIFICATION: Under general supervision, provides high level customer support to citizens, law enforcement personnel, and outside agencies regarding the status of evidence and property held by the Tulsa Police Department, including performing research to determine ownership and legal requirements; and performs other related assigned duties.

ESSENTIAL TASKS:

- Provides support to internal and external customers, using discretion and following established procedures when releasing information to citizens or outside agencies
- Investigates each item of property to ensure it is eligible for release, following established procedures while also critically reviewing each item is not being held as evidence
- Maintains accurate records for deposits, transfers, forfeitures, and chain-of-custody documentation
- Transfers crime scene evidence using electronic software while maintaining the chain of custody
- Prepares property and evidence in response to internal and external evidence requests
- Maintain and updates property receipts to reflect current forfeitures and holds
- Researches and prepares documentation necessary for filing of court orders, investigating the eligibility of property and evidence to ensure its proper disposal
- Communicates with owners regarding the release of recovered stolen firearms, ensuring their understanding of the process and adhering to established policies and procedures
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

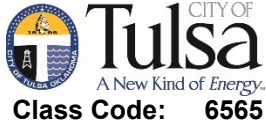
Training and Experience: Must meet one of the following options or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128:

1. (a) Graduation from high school or possession of a General Educational Development Certificate (GED); **and**,
(b) Five (5) years of experience relevant to the essential tasks listed in this job description; **or**,
2. (a) Completion of sixty (60) hours from an accredited college or university; **and**,
(b) Three (3) years of experience relevant to the essential tasks listed in this job description

Knowledge, Abilities and Skills: Considerable knowledge of common computer software, including the ability to generate spreadsheets of moderate complexity; knowledge of the criminal justice system, especially courts; knowledge regarding chain-of-custody requirements; knowledge of applicable ordinances, and state and federal laws. Ability to use discretion and handle confidential information; ability to adapt and respond professionally and courteously to customers; ability to investigate and research issues, using fact-based research methodology to reach conclusions; ability to be precise and specific in performing research; ability to communicate effectively with outside agencies; ability to analyze available facts and evidence; ability to problem solve; ability to effectively manage time, prioritize projects, and manage a workload to ensure tasks are completed on time; ability to articulate information professionally.

Physical Requirements: Physical requirements include arm and hand dexterity enough to hand write information and operate a keyboard and telephone; occasional lifting and carrying up to 20 pounds; occasional pushing up to 5 pounds; may be subject to climbing ladders as well as extended periods of balancing, sitting, reaching, walking, pushing, pulling, lifting, fingering, standing; bending, kneeling, handling, feeling, climbing, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.



CLASS TITLE | POLICE PROPERTY ROOM CLERK

PAY GRADE: OT-18 | www.cityoftulsa.org/pay

Effective Date : 04/06/2022

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting, although exposure to chemicals, blood, or other bodily fluids, as well as disruptive people and dangerous work environments may occur.

EEO Code: N-06

Group: Clerical and Administrative

Series: Clerical and Secretarial