



CITY OF GRANTS PASS, OREGON
CLASS SPECIFICATION
PROPERTY SPECIALIST

FLSA Status : Non-Exempt
Bargaining Unit : GPPA
Salary Grade : 307

CLASS SUMMARY:

The Property Specialist is a Public Safety Non-Sworn Stand Alone class. Incumbents are responsible for maintaining a secure system of logging and storing evidence and property, and for providing procurement services. Duties include daily intake of evidence, confirming evidence packaging and documentation, preparing evidence for transport to lab and/or District Attorney's office, and ordering and distributing uniforms and supplies. Incumbents also manage evidence and property retention and disposal, including determining appropriate actions such as destruction, auction or conversion to use.

CORE COMPETENCIES:

- ***Integrity/Accountability:*** Conducts oneself in a manner that is ethical, trustworthy and professional; demonstrates transparency with honest, responsive communication; behaves in a manner that supports the needs of Council, the citizens and co-workers; and conducts oneself in manner that supports the vision and goals of the organization taking pride in being engaged in the community.
 - ***Vision:*** Actively seeks to discover and create ways of doing things better using resources and skills in an imaginative and innovative manner; encourages others to find solutions and contributes, regardless of responsibilities, to achieve a common goal; and listens and is receptive to different ideas and opinions while solving problems.
 - ***Leadership/United:*** Focuses on outstanding results of the betterment of the individual, the organization and the community; consistently seeks opportunities for coordination and collaboration, working together as a team; displays an ability to adjust as needed to accomplish the common goal and offers praise when a job is done well.
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ESSENTIAL CLASS DUTIES: These duties are a representative sample; position assignments may vary.

- Conducts daily intake activities related to evidence and property and assures that evidence and property are properly packaged and stored.
 - Performs the proper retention and disposal of evidence and property determining the appropriateness of destruction, auction or conversion for use.
 - Prepares evidence and property for District Attorney's office and forensics lab including proper packaging and documentation and transmittal.
 - Orders and distributes supplies and uniforms for the patrol.
 - Performs other duties of a similar nature or level.
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Training and Experience (positions in this class require):

A High School Diploma or GED and some business related training or education and two years of general office experience are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class require):

- Oregon Driver's License – Class C
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Knowledge (positions in this class require):

Knowledge of:

- Police procedures and records research;
 - Police and criminal justice related software programs;
 - Evidence maintenance;
 - Applicable City policies and ordinances;
 - Applicable Federal, State, and local laws, rules, and regulations.
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Skills (positions in this class require):

Skill in:

- Chain of evidence maintenance;
 - Records management;
 - Using a computer and related software applications;
 - Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
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Physical Requirements:

Positions in this class typically require: climbing, stooping, kneeling, crouching, reaching, pushing, pulling, standing, walking, talking, hearing, and seeing, fingering and repetitive motion.

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Adopted by Council July 2, 2008, Resolution No. 5379

Revised June 22, 2018