

WINSTON-SALEM POLICE DEPARTMENT
Winston-Salem, North Carolina

An Internationally Accredited Law Enforcement Agency

POLICE EVIDENCE SPECIALIST

Starting Salary: \$25,970.25

\$0.65 per hour shift differential for scheduled evening shifts.

Work Schedule: Rotating shifts

Applications for the position of Police Evidence Specialist are accepted as vacancies occur. The application process and a job description follow:



STAGES OF THE APPLICATION PROCESS:

1. Initial Application (*Submission of City Application to Human Resources Office*)
2. Review of Application by Winston-Salem Police Department Recruiting Personnel (*Applicants who meet minimum qualifications will proceed to the next stage*)
3. Telephone Screener/ Interview
4. Pre-Conditional Offer of Employment Testing
 - Oral Interview
 - Statistical Risk Analysis
5. Background Investigation
6. Conditional Offer of Employment
7. Post-Conditional Offer of Employment Testing
 - Drug Screening
 - Medical Examination
 - Polygraph Examination
 - Comprehensive Evaluation
8. Final Offer of Employment to Selected Applicants

JOB DESCRIPTION:

Performs responsible technical and clerical work in maintaining the control and accountability of evidence, found and safekeeping property in the possession of the Police Department. Work is performed under immediate supervision. Works varied shifts, weekend and 24 hour on-call rotation; accepts, stores, documents, preserves and retrieves property submitted by police officers using a barcode tracking system. Maintains the integrity of evidence for court presentation and testifies in court as to the chain of custody. Destroys contraband in a lawful manner; receives and deposits all monies collected for towed vehicles; receives and deposits all monies seized or found by the department; receives bio-hazardous materials for lawful disposal; transports evidence to and from laboratories for analysis. Creates and maintains manual and computerized property logs and files.

QUALIFICATIONS:

Education and Experience: Any combination of education and experience equivalent to graduation from high school; some experience in warehouse operations is preferred.

Knowledge, Skills and Abilities: General knowledge of modern office procedures and practices; knowledge of inventory control methods; ability to utilize modern office equipment; ability to operate a computer and utilize various software; general knowledge of accounting practices; ability to analyze situations and research information; ability to give effective testimony in court; ability to process requests and inquiries by phone and in person; working knowledge of city, state, and federal laws governing evidence and found property; general ability to understand and follow oral and written instructions; working knowledge of firearms and applicable laws; ability to establish working relationships with other employees and the general public; possession of adequate physical agility and endurance to perform duties; ability to effectively communicate orally and in writing. Must be able to lift or move up to 25 lbs.; to climb; maneuver from 1-5 miles and have the ability to work with small and large objects. This position will work both indoors and outdoors and may be exposed to cold, heat, changing weather, loud sounds, adverse sights and smells and long periods of sitting and standing.

SPECIAL REQUIREMENTS:

Possession of a valid State of North Carolina driver's license. Possession of or the ability to obtain Division of Criminal Justice certification.

TRAINING:

On-the-job six month training program during which time the new employee will be closely supervised and guided by a Senior Police Evidence Specialist. Performance will be documented and reviewed weekly by supervisory personnel. The trainee will attend the State Bureau of Investigation's Division of Criminal Information certification classes.

If you meet these qualifications and are interested in working for a professional, innovative, and progressive law enforcement agency, please contact the Recruiting Unit at (336)773-7925 or toll free at 1-877-777-WSPD. **You may apply online or in person.**

Visit our award winning web site at <http://www.wspd.org>

Police Recruiting Office
Public Safety Center
725 North Cherry Street
Winston-Salem, North Carolina 27102-1707

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