



City of Newark

Position Announcement

PUBLIC SAFETY EVIDENCE CLERK

Regular Full-Time position

Contingent upon City Council approval as recommended on April 25, 2019.

THE POSITION

This position is in the Police Department Administrative Division. The Public Safety Evidence Clerk reports to the Records Supervisor. The Public Safety Evidence Clerk is responsible for the daily operations of the Newark Police Department's Property and Evidence room.

The Public Safety Evidence Clerk will handle Police Department evidence. The work will be confidential in nature, often involving the exercise of independent judgment and initiative, based upon skills, knowledge, training, and experience. The Public Safety Evidence Clerk will prepare reports for internal and external users. The Public Safety Evidence Clerk will also be responsible for supervising, training, and evaluating the work of part time staff (Police Services Aides "PSA") assigned to the property room.

ESSENTIAL DUTIES (Duties may include, but are not limited to, the following):

- Responsible for the oversight of the proper storage and security of all evidence or other property which is in the custody of the Police Department.
- Ensure that incoming property/evidence is packaged in accordance with Newark's Department policies and procedures.
- Maintain and Manage property reports and entry into the Property Management System or other documentation associated with the "chain of custody" for all property.
- Preserve all incoming property and evidence from contamination, theft, or loss.
- Ensure that all releases and dispositions of property and evidence are legal and accurately documented.
- Track and oversee interim releases and returns of evidence for court, crime lab analysis, or investigative use.
- Manage the timely and legally correct notification of owners and release/disposal of recovered property, found, or seized by the Department.
- Serve as the liaison for property and evidence matters between the department and other local, state, and federal law enforcement agencies as needed.
- Maintain current knowledge of federal, state, and local laws related to property and evidence management.
- Maintain records of all monies that are booked into evidence for both criminal cases and safekeeping.
- Provide in-service training to Department personnel regarding the appropriate logging, packaging, documenting, and storage of property and evidence.

- Recommend and facilitate appropriate changes within Property and Evidence.
- Maintain a clean and orderly property storage facility.
- Manage court orders for destruction and disposal of property and evidence and petitions for the destruction of weapons.
- Ensure personnel use appropriate protective equipment and follow standard recommendations to protect them from any health hazard which might be presented by blood or any other human body fluid.
- Ensure that property and evidence processing supplies and equipment are available for personnel.

THE IDEAL CANDIDATE WILL POSSESS

Ability/Skill to:

- Exercise principles and techniques of leadership related to the direction, control, evaluation and training of part time staff (Police Services Aides “PSA”).
- Operate criminal justice computer systems and programs including CLETS, CAL-ID, FBI/NCIC.
- Evaluate policies, practices and procedures, and recommend changes to improve effectiveness.
- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively, orally, and in writing using the English language.
- Establish goals and objectives and participate in strategic planning and outcome measurement.
- Facilitate training and other group interactions.
- Promote positive relationships with representatives from a broad spectrum of occupations, various levels of leadership and the general public.
- Manage assignments for completion in a timely manner.
- Display innovation and creativity in managing operations and problem solving.
- Work independently with minimal supervision.
- Maintain confidential information according to legal standards and/or department and city policies.
- Lift 25 pounds or more, bend, stoop, push, pull, squat, twist, turn and reach overhead.
- Drive a vehicle.

Ability to learn:

- To prepare and complete required forms, records of work, and reports describing activities, problems, incidents, and special circumstances.
- To react quickly and calmly in emergency or hazardous situations and adopt an effective plan of action.
- To operate standard office equipment including copiers, calculators, personal computers and radio equipment.
- To take directions and work independently as needed; work within a chain-of-command system.
- To apply judgment, discretion and initiative in performing work of average complexity.
- To apply policies and procedures consistently and in accordance with available guidelines.
- To plan, organize, and prioritize work.
- To establish and maintain cooperative working relationships with those that may not be supportive of the actions being taken.

- To provide excellent customer service to the public and City employees.
- To observe safety principles and work in a safe manner.
- To apply specific and general provisions of the California Evidence Code, California Penal Code, and other state laws.
- State and City ordinances, County government codes, and other government agencies codes for coordinating cases involving multiple agencies.
- Computers and a variety of general and specialized programs; the use of electronic information equipment and specific systems as used within the department.

QUALIFICATIONS

Desired Education and Experience:

- A minimum of two (2) years of experience working in a law enforcement setting of which One (1) year is working within Property and Evidence. **OR;**
- A Bachelor's Degree or higher in a closely related field.
- A minimum of five (5) years working within the law enforcement field.
- A minimum of two (2) years' experience in inventory control or inventory management.

It is important that you attach any documentation and/or verification to your application for the relevant education and/or certificates you possess listed under the Minimum Qualifications and Desirable Qualifications of this job announcement. Applications without this documentation attached may be rejected as incomplete.

Licenses/Special Requirements:

Applicants must possess and maintain a valid California Driver's License and remain free from repeated preventable accidents. Failure to maintain this license will result in discipline up to and including termination.

Working Environment:

Position requires prolonged sitting, standing walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine motor coordination when using a computer keyboard or mobile data terminal. Near vision is required when writing reports and other documents, and far vision is required when in the field. Acute hearing is required when providing phone and personal service. The need to lift, carry and push tools and supplies weighing 25 pounds or more is also required. The job duties will expose the employee to the outdoors, which may include exposure to inclement weather conditions, noise, fumes, dust, air contaminants and heavy traffic conditions. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

HOW TO APPLY

Interested applicants should submit their application and resume online using CalOpps via <https://www.calopps.org/newark>

Deadline to apply: Wednesday, May 1, 2019 by 5:00PM PDT

The position will remain open until filled.

SELECTION PROCESS

The selection process will consist of a review of applications to determine those applicants who are qualified. The best qualified candidates will be invited to continue in the selection process which may consist of an oral panel interview, practical exercise and/or written exam. **The tentative interview date is to be determined.** Candidates will be notified by either email or phone regarding the interview process.

We will make reasonable efforts in the selection process to accommodate persons with disabilities. Please contact the Human Resources Department prior to the final filing date for accommodation requests. Extensive confidential background check is required for this position. All applicants must pass a Police Background Check prior to a conditional offer of employment.

At the completion of the interview, candidates will be placed in alphabetical order and within bands on the Eligible List.

Prior to receiving a conditional offer of employment, the candidate will be required to successfully complete fingerprinting and a background investigation, which will include a polygraph. Upon receiving a conditional offer of employment, the applicant must complete a City-paid pre-employment medical examination to include testing for the presence of drugs and alcohol. Applicants must be successful in all phases of the selection process to be considered for the position.

In accordance with the Immigration Reform and Control Act, all potential employees are required to provide proof of U.S. Citizenship or authorization to work in the United States. All new employees are required by law to sign a loyalty oath.

All government employees are disaster service workers as defined by California Government Code Section 3100. In addition to everyday duties, employees have the added responsibility of helping throughout any disaster.

COMPENSATION & BENEFITS

SALARY \$5,986.66 to \$7,280.25 per month

BENEFITS

- **Health Insurance:** Effective January 1, 2019, the City contributes up to \$821 per month towards medical, dental, and vision coverage.
- **Retirement:** CalPERS 2.5% @ 55 for Classic members or 2.0% @ 62 for New PEPRA members. The City does not participate in Social Security. The City participates in Medicare.
- **Vacation Accrual:** 6.667 to 16.667 hours per month and depending on length of service.
- **Sick Leave:** 8 hours per month.
- **Holidays:** 13 holidays.
- **Deferred Compensation:** Voluntary participation.
- **Life Insurance and AD&D:** City-paid \$50,000 policy.
- **Long-term and Short-term Disability:** Voluntary participation.
- **Health & Fitness:** Free use of the Silliman Activity & Family Aquatic Center (excluding classes and rentals).

NEWARK COMMUNITY

The City of Newark is located in Southern Alameda County at the east end of the Dumbarton Bridge, 30 miles south of Oakland and 15 miles north of San Jose. Newark was incorporated as a General

Law City in 1955 and has a Council/Manager form of government. Newark's population is approximately 47,531, with an encompassed area of approximately 13 square miles. Newark enjoys Bay Area benefits while maintaining a small town atmosphere.

Please visit our website at www.newark.org & take a Video Tour Book of Newark, CA

ABOUT THE DEPARTMENT

The Newark Police Department will continue to strengthen relationships within our community by remaining true to our core values: **Honor - Integrity – Professionalism – Commitment and Leadership.**

Our Community demands the best services we can provide; therefore we continually search for candidates who have a strong desire to make a positive impact within our community. The Newark Police Department offers multiple career opportunities in an organization that maintains **Pride in Service, Dedication to Duty and Excellence in Performance.**