

# Uintah County

## Job Description



<b>Title:</b>	Administrative Secretary/ Evidence Tech (Destruction) / Crime Scene Response	<b>Code:</b>	524
<b>Division:</b>	Administration	<b>Effective Date:</b>	1/19
<b>Department:</b>	Sheriff	<b>Last Revised:</b>	1/19
<b>FLSA Cat:</b>	Non-Exempt	<b>Pay Grade:</b>	19

GENERAL PURPOSE

Performs a variety of **working level complex clerical and secretarial duties** to ensure the effective operation of the County Sheriff’s Office. Serves as Evidence Technician (Destruction) to ensure proper case research, case disposition status for destruction and/or release of property/evidence in accordance with Utah State Statutes; serve as Crime Scene Investigator under the direction of Detective Division in recognizing and securing all evidentiary items from a crime scene.

SUPERVISION RECEIVED

Works under the general supervision of the County Sheriff or Chief Deputy.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS (May be assigned to one or some of the following duties)

**Administrative Secretary**

Provides administrative support for various law enforcement functions, including general office duties, record keeping, filing, document preparation, transcription, and inbound/outbound mail management; coordinates with departmental personnel to collect and report hours worked for payroll calculations; tracks and records and reports POST training hours, ensures deputies keep required radar, intoxilyzer and various certifications current, maintains personnel records. Schedules approved training, reserves hotels and calculates and requests training per diem. Orders and tracks uniform and protective vest purchases and submits for grant reimbursement on applicable purchases.

Maintains record of all departmental financial activities and expenses and provides balanced budget reports to the Sheriff and Chief Deputy; prepares and issues accounts receivable invoices; tracks expenditures; assists in the organization and preparation of annual budget details. Tracks employee work hours, vehicle mileage, areas of coverage and other required information to complete billing for various grants, contracts and MOU’s including but not limited to ICAC, VFAST, BLM, Forest Service, State of Utah Beer Tax, and DUI Enforcement; prepares corresponding invoices and follows different billing requirements for each.

Maintains department vehicle fleet records; monitors status of vehicles for proper registrations, insurance coverage and preventative maintenance; tracks vehicle assignments. Requests fuel purchasing card and pin assignments from State Fuel Network and inspects reports for any fraudulent activity. Tracks and maintains records for all vehicles equipped with radar equipment and ensure all radars have current certifications; provides certification records to County & City Attorneys and courts when needed for prosecution and trial; schedules radar re-certifications when needed.

Tracks office supply inventory; prepares inventory orders; receives and inspects orders upon receipt to verify accuracy; disburses orders; ensures compliance with established purchasing guidelines and regulations. Submits invoice for payment; codes with expense account information and keep record of expenses to reconcile with monthly budget report. Contacts vendors for quotes and/or bids; submits for bids through State of Utah Purchasing website and requests purchase orders in compliance with Uintah County guidelines.

Serves as a personal assistant to command staff and provides a variety of administrative assistance as needed. Composes a variety of correspondence, reports and other materials requiring independent judgment as to content, accuracy and completeness. Assists in research, finding, writing and obtaining grants and the collection of information needed. Performs any additional duties required by the Sheriff and/or Chief Deputy or

individually through necessity of situations. Processes county business applications received, checks local background and obtain Sheriff approval, return applications to applicants.

Creates and maintains all departmental forms for administration and law enforcement purposes including but not limited to forms and packets needed for patrol duties and detective case investigations, death investigations, burglary, bad check, domestic violence, case monitoring, found/mislaid property, ride along, stolen vehicle, witness statement, leave request, training request, internal employment and background waivers, consent to search, all evidence release and authorization forms, statement of ownership, asset seizure and any other forms needed for the law enforcement purposes.

Serves as alternate Terminal Agency Coordinator (TAC) or Utah Criminal Justice Information Systems (UCJIS) in creating and deleting users, ensuring training and security agreements for all users and schedule and provide mandatory training and testing, monitoring UCJIS usage by reviewing logs. Assists with responding to compliance audits any other duties as requested by the agency TAC.

Serves at agency point of contact for ATF eTrace online, add/modify agency users, set agency preferences and update MOU and change forms when needed.

Performs various duties of other administrative support staff to provide assistance and coverage when needed.

### **Evidence Technician**

Manages destruction of contraband, firearms, personal property and other items in accordance with State evidence and property laws. Researches case dispositions through court exchange or communication with prosecuting attorney offices, perform background checks, complete ATF traces on firearms, search NCIC records on all property with serial numbers and research evidentiary release documents by reviewing case files, court notes, evidence retention law, coordinate with case deputies and the County Attorney's Office to ensure appropriate authorization to release and/or destroy.

Processes owner notifications on released evidence and personal property, prepare personal property for release, verify ownership and prepare statement of ownership; verifies requester's identity; ownership and/or proper documentation for release of evidence or property and document history of evidence or property regarding release or disposition through chain of custody forms and Spillman records. Arranges for destruction of contraband, firearms and other items designated for destruction.

Conducts audits of property/evidence room to determine if the property/evidence room safeguards all assets under its control; ensures property/evidence is disposed of in accordance with statutory requirements, property/evidence is stored correctly, secured and in good condition; oversees the property/evidence room and maintains and completes the proper documentation to support chain-of-custody of property/evidence and that property no longer having evidentiary value is disposed of properly or returned to its rightful owner.

Under direction of detectives division, assists in collection and packaging of DNA buccal swabs.

### **Crime Scene Response**

Under the direction of Uintah County Sheriff's Detective Division: examines scenes of crime to obtain clues and gather evidence. Secures evidence; ensures proper handling, packaging, inventory and chain of custody and transportation of all evidence collected at crime scenes.

Operates mobile crime scene response unit; confers with detectives at crime scenes; photographs crime scene, take measurements and diagrams scene; collects, marks and preserves evidence; takes blood and/or semen specimens; takes latent fingerprints, takes impression of footprints, tire tracks, tool marks, etc.; uses miscellaneous chemicals, kits and supplies as dictated by the crime scene; receives and logs all evidence and property; performs comparison and analysis or seeks crime lab assistance. Reviews evidence collected; determines quality of evidence and packaging compliance. Provides supplemental case reports of activities performed and testifies in courtroom prosecution when required.

Responsible for gathering, classifying, preserving, and transporting physical and trace evidence such as latent prints, blood and body fluids, projectiles, hairs, fibers, clothing, bedding, weapons, casts of impressions and any objects deemed to have evidentiary value.

Performs related duties as required.

**MINIMUM QUALIFICATIONS**

1. Education and Experience:

A. Graduation from high school or GED;

AND

B. Three (3) years of general office or customer service experience,

2. Required Knowledge, Skills and Abilities:

**Considerable knowledge of** the general office processes and procedures; bookkeeping, clerical processes and procedures associated with confidential documents; grammar, spelling and punctuation. Considerable knowledge of property and evidence handling, storage, security, retention and disposition procedures. Knowledge of photographic and video equipment; modern methods, practices and techniques of crime scene investigation and collection of evidence/ methods and techniques of latent fingerprint processing and examination; knowledge of technical aspects of crime scene processing and ability to perform mathematical calculations. **Basic knowledge of** general law enforcement practices and procedures, including knowledge of basic bookkeeping.

**Skill in** the operation of telephone equipment, personal computer operation and various software applications such as word processing, spreadsheets, and data processing. Skill in identifying crime scene evidence, latent processing, evidence collection, photography and other crime scene activities.

**Ability to** exercise initiative, independent judgment and to act resourcefully under varying conditions; learn and understand in a short period of time complex aspects of a law enforcement record system; maintain confidentiality related to legally sensitive information; communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, elected officials, other agencies and the public; establish and maintain comprehensive records and files.

**Ability to** collect, process, analyze and document crime scene evidence; operate a variety of crime scene investigate equipment in a safe and effective manner; ability to work with drugs, weapons, corpses and bodily fluids; ability to keep accurate records; use computer for data entry and retrieval; ability to work effectively and exercise discretion in stressful or emergency/crisis situations, must be able to maintain an on call status as needed.

3. Special Qualifications:

Must be able to obtain a Notarial commission issued by the State of Utah and be bondable.

Must be certified or certifiable as a Crime Scene Specialist and maintain training and certification.

Must maintain continuous training and certifications as required for access to Utah Criminal Justice Information Systems for SAKI, evidence and lab reports, firearm and property checks, background checks and serve as alternate TAC, Terminal Agency Coordinator.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving. Office and field activities (may include areas that may be unsanitary) in all types of weather and environments.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)