

OFFICE OF THE SHERIFF

Clay County, Florida

Darryl Daniels, Sheriff

Office Memorandum

JOB NOTICE

DATE: August 7, 2018
POSITION: Evidence Specialist
REPORTS TO: Chief of Logistics/Support
STARTING SALARY: \$27,449 annually, pay grade 6
DEADLINE TO APPLY: August 17, 2018

The Sheriff is posting a notice of opportunity for the position of Evidence Specialist.

Specific duties may include, but are not limited to:

- Maintain all records required for the proper storage of evidence and property.
- Responsible for the daily pickup of evidence.
- Assist in the disposal of all evidence and property on closed out cases.
- Release and return property to owners upon receipt of proper authorization for release and proper identification of owner.
- Insure the proper chain of custody is adhered to at all times, keeping the evidence storage area secure from unauthorized persons.
- Testify in court proceedings regarding chain of custody, evidence they handled and stored and it has not been tampered with or opened without proper documentation.
- Assist Evidence / Crime Lab Supervisor with donations of unclaimed evidence / property and drug destructions.
- Perform any additional duties that may be required by the Sheriff or through necessity of situations.

Minimum qualifications: Must have high school diploma / GED. Basic computer skills. Must be able to lift 75 pounds.

Compensation and benefits: The Clay County Sheriff's Office offers a competitive salary, a comprehensive benefits package including Florida Retirement System and 457 plan, and paid time off.

If you are interested in this position, please submit your completed application and resume to apply@claysheriff.com.

Thank you.

Equal Employment Opportunity Employer

Our Community, Our County, Our Responsibility...
We're All In This Together