

OFFICE OF THE SHERIFF

Clay County, Florida

Darryl Daniels, Sheriff

“Selfless service for all.”

JOB NOTICE

DATE: October 23, 2019
POSITION: Evidence Specialist
REPORTS TO: Property Room Supervisor
STARTING SALARY: \$27,449 annually, pay grade 6
DEADLINE TO APPLY: November 4, 2019

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.

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