

**CITY OF FONTANA  
POLICE PROPERTY CONTROL CLERK**

**DEFINITION:** Under general supervision from the Support Service Supervisor or from other supervisory or management staff, performs a variety of clerical duties involved in the receiving, preserving, storing and disposal of property and evidence collected in the course of police operations and investigations in accordance with specific laws, rules, regulations and policies.

**ESSENTIAL FUNCTIONS:** The incumbent must have the ability to:

- Receive items of evidence collected by police officers; take photographs of collected evidence; prepare and maintain logs and records of property received, stored, destroyed or sold.
- Learn, retain, and apply pertinent Federal, State and local criminal and civil laws, codes and regulations; and principles and procedures of storage and record keeping.
- Prepare and transport evidence to crime lab for identification and analysis.
- Testify in court regarding the integrity or property preservation, storage or disposal.
- Prepare an inventory of disposable property for public auction; participate in annual property auctions.
- Maintain security of property and evidence storage areas; order needed supplies.
- Perform routine record keeping and clerical duties as required; operate a computer and related software equipment; research case information as needed.
- Advise Department personnel of the laws and policies of evidential property control.
- Follow the disposition of criminal cases to determine appropriate treatment of impounded property.
- May train individuals as assigned.
- Work independently in the absence of supervision.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

**THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.**

**WORKING CONDITIONS:** Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence and using the computer, and acute hearing when providing phone and public service. The ability to lift, drag and push files, documents and other heavy

objects up to 50 pounds is also required. This position may also handle contraband, contaminated items, and biological samples.

### **EXPERIENCE AND TRAINING GUIDELINES**

A combination of experience and training that would provide the required knowledge and abilities is qualifying. The incumbent must have knowledge of:

- Principles and procedures of basic record keeping.
- Modern office procedures, methods and equipment.
- Effective customer service techniques and principles.

**Experience:** A minimum of two years of increasingly responsible clerical experience.

**Education:** Successful completion of the twelfth grade or GED.

**Skill In:** Typing speed of 35 net words per minute.

**License or Certificate:** Possession of, or ability to obtain, a valid California Class "C" driver's license.