



San Joaquin County Human Resources Division

JOB BULLETIN **Evidence Custodian** Job Bulletin #RP4000-0108-01

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Open Competitive Examination

RP4000-0108-01

SALARY: \$1301.60 to \$1582.40 bi-weekly (approximately \$2820-\$3428 per month)

FILING PERIOD: January 21, 2008 through February 1, 2008

TENTATIVE EXAMINATION DATE: February 14, 2008

This examination is being given to fill one vacancy in the Sheriff's Department and to establish an eligible list to fill future vacancies. Note: Resumes will not be accepted in lieu of an application. A completed application must be postmarked or received online by the final filing deadline.

TYPICAL DUTIES: The Evidence Custodian is responsible for properly storing evidence and for maintaining chain of custody and other records; receives, tags, stores and logs evidence, found property or property maintained for safekeeping in the Property Room; maintains chain of custody records for length of time property is in Property Room and disposes of property according to established department rules and regulations; assists in preparing evidence for court; may testify in court; photographs personal injuries and persons for identification purposes; obtains fingerprints for employment, for registration with department as required by law or other purposes; destroys firearms, drugs and other items in accordance with State and Federal regulations; returns property to its owners; transfers unclaimed property for inter-departmental use or arranges for sale at auctions as appropriate; may assist Evidence Technicians in performing their duties; maintains accurate records and prepares reports.

MINIMUM QUALIFICATIONS:

NOTE: *Employment in the Sheriff's Department is contingent upon passing a background investigation.*

EITHER I

Experience: Two years experience receiving and storing materials, one year of which must have been at a level equivalent to Stock Clerk II in San Joaquin County service.

OR II

Experience: Two years responsible clerical experience including maintenance of files with a minimum of one year experience in a public law enforcement agency.

License: Possession of a valid California driver's license.

Knowledge of: Maintenance of files and records.

Ability to: Learn fingerprint and photography techniques; understand and interpret rules and regulations; follow oral and written instructions; learn principles of data entry and computerized inventory systems; establish and maintain effective working relationships.

The Examination: Please see "[Selection Procedures](#)"

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