



**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY
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**#T2368 POLICE PROPERTY AND EVIDENCE CLERK
MONTHLY SALARY: \$2894 to \$3472**

APPLICATION FILING PERIOD: FIRST DATE: July 14, 2006

LAST DATE: Open

This announcement serves to establish/maintain an eligible list for current/future vacancies that occur in the classification specified above. **PLEASE APPLY PROMPTLY.** Although the last date to apply is currently "OPEN", **the application filing period may be closed with five days notice.**

THE POSITION: Police Property and Evidence Clerks receive, record, classify and store various types of property that have been recovered, found, or turned in as evidence; utilize computer systems to enter and retrieve data; maintain files and records regarding property in custody and its disposition; release property to be returned to rightful owners; maintain chain of custody records of evidence or property and possibly testify in court concerning the chain of custody records; oversee destruction of weapons or illicit drugs and materials; participate in the auction of unclaimed property; label and maintain weapons and other equipment for issue; drive vans, pickup trucks and stake bed trucks to transport property; maintain records in computer systems; and perform related duties as assigned.

NOTE: POLICE PROPERTY AND EVIDENCE CLERKS ARE REQUIRED TO:

1. Perform physical tasks including stooping, bending, squatting, reaching, twisting, climbing and walking in a warehouse setting, which includes exposure to sensitive Police materials.
2. Lift items weighing up to 50 pounds, climb inclined ladders to store materials, and drive various vehicles on a daily basis.

JOB REQUIREMENTS: The ideal candidate must possess strong qualifications in at least **one** of the requirements listed below.

1. Six months of full-time experience receiving, securing, storing, and releasing property and evidence in the **property room of a law enforcement agency or department.**
2. One year of full-time inventory control experience working in a **warehouse environment,** which must include receiving, storing, **and** issuing items of inventory.
3. One year of full-time experience working in a **customer service environment** where the **primary** duties are interpreting policies and procedures, resolving customer issues/complaints, **and** providing information regarding company services.
4. One year of full-time experience working in a **retail sales environment** where the **primary** duties are sales, handling stock and inventory control, providing detailed information regarding company services, policies and procedures, **and** resolving customer issues/complaints.

NOTE: Experience providing routine, general information, telemarketing, taking orders, directing telephone calls and walk-in-traffic is NOT qualifying.

LICENSE: A valid California Class C Driver's License is required **at time of hire.**

HOW TO APPLY: You must complete a **STANDARD EMPLOYMENT APPLICATION** for this position by responding to **all** questions and submitting the completed application to the City of San Diego Personnel Department. You may complete/submit a hard copy (paper) application **or** an online application via the internet. Please read the following instructions for each method of submission.

HARD COPY (Paper Submission)

1. You must also submit a completed DATA ENTRY FORM.
2. To show proof of any required degrees, certificates, licenses, etc. you must attach a copy of the documents to your application.

ONLINE (Internet Submission)

1. Do **NOT** complete /submit a Data Entry Form. The information will be automatically added to your file.

2. To show proof of any required degrees, certificates, licenses, etc. you must submit a copy of the documents in person **or** FAX/MAIL them to the Personnel Department with the cover sheet provided during your online session. Follow the instructions on the cover sheet.

THE SCREENING PROCESS will consist of a comprehensive evaluation of the Standard Employment Application for applicable education, experience, and/or training. Applicants that clearly demonstrate meeting the job requirements, as determined by the Personnel Department, will be placed on a **one category** eligible list established for Police Property and Evidence Clerk. The eligible list will be used to fill vacancies that occur during the next **nine months**. For each vacancy, the hiring department may choose to contact only those applicants with the most appropriate qualifications for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which **may** include, but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; background investigation; polygraph examination; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice and the Federal Bureau of Investigation for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

SUPPLEMENTAL QUESTIONS – In Section 4 of the Standard Employment Application, you **MUST respond to the following numbered questions or your application will be rejected**. Read the directions on the application form carefully and be sure to follow all instructions.

DESCRIBE YOUR QUALIFICATIONS IN THE EACH OF THE FOLLOWING AREAS:

(Write “NONE” if you do **not** have any qualifications in a specific area)

1. **PROPERTY ROOM EXPERIENCE AT A LAW ENFORCEMENT AGENCY OR DEPARTMENT**
Describe your experience for **each qualifying employer** in: a) receiving, b) securing, c) storing, and d) releasing property and/or evidence. Specify the type(s) of property and evidence you have handled (physical evidence, drugs/illegal substances, found property, etc.). If you are using this experience to qualify, your experience must include **all** of the duties listed.
2. **INVENTORY CONTROL DUTIES IN A WAREHOUSE ENVIRONMENT**
Describe your experience for **each qualifying employer** in: a) receiving, b) storing, and c) issuing stock. Specify the size (square footage) of the warehouse, number of stock keeping units, and your level of responsibility. If you are using this experience to qualify, your experience must include **all** of the duties listed.
3. **SALES AND CUSTOMER SERVICE DUTIES IN A RETAIL SALES ENVIRONMENT**
Describe your experience for **each qualifying employer** in: a) sales, b) handling stock/inventory, c) providing detailed information, d) interpreting policies/procedures, and e) resolving customer issues/complaints. If you are using this experience to qualify, your experience must include **all** of the duties listed.
4. **CUSTOMER SERVICE DUTIES IN A CUSTOMER SERVICE ENVIRONMENT**
Describe your experience for **each qualifying employer** in: a) providing detailed information, b) interpreting policies /procedures, and c) resolving customer issues/complaints. If you are using this experience to qualify, your experience must include **all** of the duties listed.

*ASP/November 22, 2002/*Rev. 9 (02-12-08)/Class 1719

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • “WORKING HARD TO KEEP SAN DIEGO WORKING”

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER