

**Job Title:** Community Service Specialist / Evidence Room Caretaker

**Closing Date:** January 30, 2015

**Salary:** \$35,227 - \$47,835 Annually

**Job Type:** Full Time

**Essential Job Functions:**

Responsible for the care and control of the evidence / property room. Facilitates evidence chain of custody to and from court, between the crime lab, and other evidence required functions. Maintains evidence records, and is responsible for ensuring annual inspection of records and evidence are in order. Plans and assists with the surplus of adjudicated, found, or excess property.

Develop program presentations to meet community needs on crime and crime prevention; develop, review, and evaluate available literature to update program presentations; research police and community programs, including neighborhood watch, fraud awareness, and other subjects. Make presentations to community organizations concerning functions and programs of the police department; represent the department and respond to questions and concerns regarding crime and citizen community involvement.

Collect, analyze, and distribute crime data for crime prevention purposes and inquiries from the public.

Coordinate and conduct meetings with public and civic groups on a variety of community concerns, including crime, crime prevention, and the police department. Coordinate and attend special events such as fairs and carnivals to promote police department programs; appear at various community functions to represent the department as assigned; coordinate Chief for a Day program and other activities. Coordinate communications between the police department, community based organizations, institutions, and law enforcement agencies.

Respond to requests as required; develop correspondence, reports, public service announcements, and program outlines.

Maintain records concerning the number and type of presentations given, type of institutions served, such as community, civic or professional groups, and the number of people attending crime prevention presentations.

Prepare for presentations by developing and organizing program materials, such as handout material and audio-visual equipment to be used at program sites; load and unload materials and supplies.

Coordinate and facilitate Citizens' Academy. Set course content, schedule classes, select instructors, market academy, register and background applicants, and evaluate programs.

Attend a wide variety of meetings in private homes and other locations in the community.

Performs a variety of clerical duties including; maintenance of police records/central files, typing, transcription, information processing and computer data entry into internal, Spillman and State Crime Information Access computer terminal(s).

Performs other duties as assigned.

**Minimum Qualifications:**

High school diploma or GED; able to read and write the English language; must be at least 21 years of age at the time of the first examination; must be a U.S. citizen; be in good health and of good moral character. Must possess normal color vision and uncorrected visual acuity of not less than 20/100 in each eye, corrected to 20/20 in the better eye and 20/30 in the lesser eye, and have hearing consistent with a normal audiogram (<25db throughout the thresholds 500-6000hz) .

Position is safety-sensitive and must be able to pass stringent pre-hire suitability exam, polygraph and comprehensive background investigation regarding applicant's aptitude, character, judgment, credit, driving record and criminal history. Must maintain confidentiality at all times.

Excellent Interpersonal, public speaking, verbal, and written communication skills.

Excellent organizational skills and the ability to manage multiple deadlines in a potentially stressful work environment.

Previous experience in maintaining evidence/property room or experience with maintaining inventory is strongly preferred.

Prior law enforcement clerical experience is preferred, but not required.

**LICENSING AND CERTIFICATIONS:** Valid Washington Driver's License; must be able to obtain NCIC/WACIC Query and Basic NCIC/WACIC Certification within one year.

**Benefits:**

The City of Selah offers an excellent benefits package reflecting our commitment to attract and retain the highest quality employees. Our comprehensive and competitive benefit package includes medical/dental/vision coverage; vacation/sick/bereavement/holiday/longevity pay.

Applications can be picked up at Selah City Hall or on the city's website. Completed applications can be submitted to:.

Attn: Jan Farley  
City of Selah  
115 West Naches Ave  
Selah, WA 98942  
-or-  
[jfarley@ci.selah.wa.us](mailto:jfarley@ci.selah.wa.us)