

**DEPARTMENT:** NIAGARA COUNTY  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** AUGUST 15, 2024

**PROPERTY/EVIDENCE CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a civilian position in the Niagara County Sheriff's Office responsible for the maintenance of an inventory control system for property retained as evidence or recovered in the course of police work. Duties involve the safe and efficient handling of firearms and the safe handling and destruction of related articles such as gunpowder and ammunition. Incumbents are required to lift and move items of various sizes and weights. The employee reports directly to, and works under the general supervision of the Criminal Investigations Bureau Lieutenant or the Sheriff's designee. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Receives, stores, releases, inventories, controls, disposes of, and maintains in a secure area articles of evidence, investigation, and lost/found property in an appropriate manner to ensure their use as evidence;
2. Logs the whereabouts ("chain of custody") of articles of evidence;
3. Maintains a paper and computerized filing/inventory system of articles that have been retrieved, as well as stolen property for use as a comparison to recovered articles;
4. Researches case files to determine if property can be returned or disposed of;
5. Composes simple correspondence and communicates with citizens, court personnel, lawyers, insurance companies, and other personnel regarding property;
6. Makes deliveries to, and retrievals from the Niagara County Sheriff's Office Forensic Laboratory and police departments;
7. Testifies in court as required;
8. Schedules and supervises the distribution of all property as allowed, and the destruction of property as mandated by law.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of the proper and safe handling of evidence and weapons; good knowledge of inventory procedures; good knowledge of New York State Penal Law, Criminal Procedure law and Personal Property Law as they pertain to the intake, retention and disposition of property; good knowledge of the rules of evidence, particularly with respect to chain of custody; skill in using computer applications such as databases, spreadsheets, word processing, and email; ability to adhere to standards regarding the safe handling and preservation of evidence and property; ability to compose simple correspondence; ability to deal effectively with staff and the public; ability to follow oral and written instructions; ability to communicate orally and in writing; ability to maintain basic records and files, including computerized files, databases, and inventory records at an acceptable rate of speed and accuracy; ability to organize and plan daily activities; ability to make decisions; ability to follow through on existing procedures; reliability; ability to lift and move items of various sizes and weights; accuracy; sound judgment; integrity and honesty; confidentiality; physical condition commensurate with the demands of the position.

## **PROPERTY/EVIDENCE CLERK CONTINUED**

### **MINIMUM QUALIFICATIONS:**

#### **PROMOTIONAL QUALIFICATIONS AT TIME OF EXAM:**

Candidates must be permanently employed in the competitive class in a Clerical I, Clerical II, Account Clerical I, or Account Clerical II position in the Niagara County Sheriff's Office for one (1) year immediately preceding the date of exam.

#### **PROMOTIONAL QUALIFICATIONS AT TIME OF APPOINTMENT:**

Candidates must be permanently employed in the competitive class in a Clerical I, Clerical II, Account Clerical I, or Account Clerical II position in the Niagara County Sheriff's Office for two (2) years at time of appointment.

### **OPEN COMPETITIVE:**

1. Graduation with an Associate's degree in a business-related field **and** two (2) years of office clerical experience, one (1) of which involved responsibility and accountability for the accuracy and completion of an office clerical segment, function or unit; **OR**
2. Graduation from high school or possession of an equivalency diploma **and** four (4) years of office clerical experience, one (1) of which involved responsibility and accountability for the accuracy and completion of an office clerical segment, function or unit.

**NOTE:** Degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

### **SPECIAL REQUIREMENTS:**

1. Possession of a valid New York State driver's license at time of appointment and throughout employment;
2. Successful completion of a background check;