

DEPARTMENT OF ADMINISTRATIVE SERVICES  
HUMAN RESOURCES DIVISION  
PHONE: 815/724-4020  
FAX: 815/724-4039



150 WEST JEFFERSON STREET  
JOLIET, ILLINOIS 60432-4158

### EMPLOYMENT OPPORTUNITIES

JOB POSTING #: 68-17  
POSTED: 12/01/17, 8:00 a.m.  
EXPIRATION: 12/15/17, 4:30 p.m., or until filled  
TITLE: Evidence Custodian/Property Manager (Position Code #1685)  
SALARY: \$20.00 - \$25.00/hour (part-time) /NO BENEFITS  
DEPARTMENT: Police  
DIVISION: Investigations

### GENERAL PURPOSE

Responsible for the record maintenance and property maintenance of the Police Department's Evidence Section.

### ESSENTIAL DUTIES & RESPONSIBILITIES

The qualified candidate must have knowledge of the specific duties listed below:

- Assists in property management of evidence vault;
- Processes court record requests;
- Enters and manages data entry in the department's digital property management system, evidence management and bar code system;
- Maintains records of Police Department Evidence Section;
- Performs other related duties as required.

### MINIMUM REQUIREMENTS

High School diploma or equivalent;  
Bachelor's Degree preferred;  
Prior police department experience in an evidence management role is preferred.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Skills in communication and interpersonal skills to professionally and respectfully interact with coworkers, managers, the public, and government officials to exchange or convey information, both orally and in writing;  
Proficiency in use of technology including smart phone, iPad and PC.  
Proficiency in use of the Microsoft Office Suite;  
Ability to write clear and concise reports, memoranda, directives and letters;  
Ability to develop comprehensive plans from general instructions;  
Ability to accomplish assigned administrative tasks with a minimum of supervision and with only general directions;  
Personal and professional integrity of the highest order;  
Thoroughness and dependability;  
Ability to understand and follow complete oral and written instructions;  
Ability to prepare oral and written reports;  
Physical skills necessary to perform the duties of the position;  
Ability to establish and maintain effective working relationships with employees, City officials and the public;  
Ability to learn new technology and work with complicated digital evidence software.

**SPECIAL REQUIREMENTS**

Must possess a valid State of Illinois motor vehicle operator's license.

A full job description is available in Human Resources upon request.

**EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER**