

DEPARTMENT OF ADMINISTRATIVE SERVICES
HUMAN RESOURCES DIVISION
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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