

Position: Sheriff Property Supervisor

- ∪ Supervises and coordinates property auction for property that is unclaimed after the owner has been notified by certified mail, tracks the price of each item sold and prepares a report showing the total receipts of the auction.
- ∪ Supervises, conducts, evaluates, critiques, and offers suggestions to deputies concerning proper handling of property and evidence.
- ∪ Supervises and coordinates evidence for court when needed.
- ∪ Supervises and coordinates the storage and release of MVR tapes for department use and court.
- ∪ Supervises and assists with the transportation of evidence on search warrants when needed.
- ∪ Conducts periodic counseling of individual deputies to correct minor problems, and provides suggestions to help deputies improve their performance in the handling of property and evidence.
- ∪ Supervises and participates in the destruction of narcotics, drug paraphernalia and firearms.
- ∪ Supervises the disposal of property after the case has been cleared by the case detective or by the District Court.
- ∪ Coordinates the testing of new equipment or uniforms, and the evaluation of these items when needed.
- ∪ Performs other duties as assigned.

Knowledge, Skills, Abilities and Competencies:

- ∪ Knowledge of sound practices and procedures for handling and storing evidence, issuing equipment, and maintaining detailed records of same.
- ∪ Knowledge of and competency in various computer applications.
- ∪ Ability to lift, carry and move heavy/bulky items.
- ∪ Ability to communicate clearly and effectively, both orally and in writing.
- ∪ Ability to perform the physical requirements of the job as delineated in this job description.
- ∪ Ability to work within the parameters of the Core Values and Mission of the agency.
- ∪ Ability to consistently report for duty at the time and place specified.
- ∪ Ability to establish and maintain effective working relationships with supervisors, other employees, vendors, other agencies and the public.
- ∪ Ability to render credible testimony in a court of law.

Physical Requirement & Equipment Operated:

- Standing, walking, carrying, pushing, pulling, balancing, climbing, stooping, and reaching for items daily, such as when retrieving, moving, storing or otherwise handling property, evidence or equipment.
- Medium physical demands requiring the ability to frequently lift 20 lbs while moving or handling property, evidence or equipment.
- Heavy physical demands requiring the ability to occasionally lift or drag 100 lbs while moving or handling property, evidence or equipment.
- Operate computer, copier, fax, printer, scanner, telephone, Rol-Lift, two-way radio communications, county vehicle, hook up and pull trailer.
- Maintain a large warehouse used to store vehicles. Requires moving all kinds of vehicles, charging batteries, sweeping floors, and general cleaning and maintenance of the interior of the facility.