



Sedgwick County Government

Wichita, Kansas

Date: 11-01-2011

Position: Sheriff Property Supervisor

Position Summary:

Supervision of Property Technicians in the performance of their duties which include the maintenance of all evidence held by the sheriff's office as well as the quartermaster duties.

Qualifications:

High School Diploma or equivalent.

Valid State of Kansas Driver's License.

No record of criminal conviction, diversion, or expungment of any felony or crime of dishonesty.

Successful completion of the applicant process and Civil Service certification.

Major Job Responsibilities:

- u Supervises the work of assigned personnel; plans, schedules and assigns work to staff; approves overtime and sick/vacation leave; establishes priorities; instructs and trains in various methods; checks and approves work; reviews and evaluates employee performance; implements disciplinary action as needed.
- u Schedules deputy duty assignments to ensure minimum staffing and coverage; schedules days off, holidays, vacation and training. Enters work assignments as per established procedures.
- u Inspects deputies and their equipment to ensure proper maintenance and serviceability of uniforms, weapons, and equipment; advises deputies on known hazards and dangerous situations.
- u Prepares and maintains various departmental records, reports and statistics on a regular basis.
- u Conducts periodic counseling of individual deputies to correct minor problems, critique performance and provides suggestions to help the deputies improve their performance.
- u Participates in preparing division budget requests and ordering of equipment and supplies; records and maintains departmental statistical information.
- u Reviews all reports prepared.
- u Disperses subpoenas to employees.
- u Supervises and participates in the receipt, storage, security and retrieval of confiscated or found property, such as firearms, narcotics, bicycles, electronic equipment, and other material.
- u Supervises and participates in the release of property to authorized individuals.
- u Maintains detailed records and reports on all property activity.
- u Participates in preparing budget requests, orders equipment and supplies.
- u Prepares and maintains various property and evidence records, reports, and other statistics on a regular basis.
- u Supervises and participates with Training Academy on training classes for department personnel in the proper method of submitting items to the property and evidence section.
- u Receives citizen's complaints regarding impounded and/or seized property and resolves any conflicts.
- u Maintains contact with all divisions of the Sedgwick County Sheriff's Office.
- u Assists outside law enforcement agencies as requested in regards to training needs in the areas of property and evidence.