



## Job Description

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<b>TITLE:</b>	<b>Evidence Custodian Assistant</b>	<b>JOB CODE:</b>	4551
<b>DEPARTMENT:</b>	Sheriff's Office	<b>FLSA:</b>	Non-Exempt
<b>PREPARED:</b>	June 2011	<b>FLSA CLASS:</b>	Clerical
<b>UPDATED:</b>	March 29, 2022	<b>LOCATION:</b>	Aztec, NM
		<b>REMOTE WORK ELIGIBLE:</b>	NO

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**Summary:** Under general supervision of the Property and Evidence Manager, provides pre-trial disclosure for discovery demands. Assist with maintaining chain of custody for property and evidence seized, including preserving and securing of evidence; including redacting video evidence. The Evidence Custodian Assistant provides technical assistance to ensure a compliant process with the collection, documentation, redaction, and storage of evidence.

**Reporting Relationship:** Evidence Custodian Assistants report to the Property and Evidence Manager.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Processes discovery demands for court which includes the copying pertinent evidence to one or both parties to a legal action or proceeding.
- Receives property and evidence from law enforcement officers; documents receipt of items; maintains the chain of possession from intake to final disposition; log and enter evidence of all pertinent information into system.
- Redact images and information from body worn camera footage that will intermittently possess graphic audio and images.
- Operate other electronic devices as part of redaction processes to meet public information requests.
- Maintains procedures for the custody and handling of evidence, including photos, paperwork, interviews, in-car camera footage, videos, and/or other digital evidence.
- Documents all handling of evidence and property; maintains activity logs and generates reports as needed; update status of evidence.
- Provides customer service assistance to patrol, detectives, attorneys, and the public by phone, email, mail and in person; provides copies of relevant evidence for a particular case.
- Disposes of evidence items in accordance with State and Sheriff's Office policies and procedures; disposes of Bio-Hazard material according to statutes and policy.
- Prepares, distributes, and assist with processing paperwork and documentation related to discovery demands.
- Able to handle difficult situations in a diplomatic manner with angry citizens while still maintaining procedures on releasing evidence which sometimes requires telling people they can't have their property back.
- Prepares necessary documentation and evidence for court; may be required to testify in court.
- Follows procedures in collecting fees from the public.
- Performs inter-office evidence runs to retrieve items stored off-site utilizing a Sheriff's Office vehicle as needed.
- Assists in maintaining the organization of the evidence storage area.
- Performs other related duties as assigned.

### Required Knowledge and Skills:

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### Evidence Custodian Assistant

- Knowledge of federal, state, and local laws related to the entry, storage, transfer and disposal of evidence and property.
- Knowledge of County and Sheriff's Office policy and procedures.
- Knowledge of standard computer operation, specialized software applications, principles of files and records management, and standard office procedures.
- Skill in working independently or as a team member.
- Skill in providing a high level of customer service; ability to be diplomatic with irate citizens while maintaining procedures on releasing evidence which may require informing people their property cannot be returned.
- Skill in organizing and prioritizing work to meet established deadlines; ability to multi-task.
- Skill in maintaining accurate records and generating special and periodic reports.
- Skill with filing and records management.
- Skill in communicating effectively, both orally and in writing.
- Skill in establishing and maintaining effective working relationships with co-workers and the general public.
- Ability to maintain confidentiality of property and evidence custodian activities

### Education and Experience

- High School diploma or GED equivalent; and a minimum of one (1) year of relevant clerical experience and demonstrated customer service experience.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

### Environmental Factors and Conditions/Physical Requirements:

- Work is generally performed in an office environment, and evidence room; sometimes requiring work in the outside impound yard; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports, lifting moderately heavy items to move and place on shelves.
- At times will handle Bio-hazard material, sharps containers, weapons, narcotics and other potentially hazardous substances in a controlled environment.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

### Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment, hand truck, office vehicle.
- Automated CD burning device and CD duplicator.

### Approvals:

<b>Employee:</b>	_____	<b>Date:</b>	_____
<b>Supervisor</b>	_____	<b>Date:</b>	_____
<b>Department Head:</b>	_____	<b>Date:</b>	_____