



POSITION VACANCY ANNOUNCEMENT
City of Seguin
"An Affirmative Action/Equal Opportunity Employer"

PROPERTY AND EVIDENCE CUSTODIAN # 1089 09/21/11

Receives into custody evidence, seized vehicles, recovered, and abandoned property. Provides for the safekeeping of property and evidence until disposal. Tracks evidence that is temporarily released. Disposes of property and evidence according to regulations, statutes, and court procedures. Provides expert testimony in courts of law certifying to the chain of custody and maintenance of evidence. Responds to incident scenes gathering evidence into custody. Must have knowledge of legal issues regarding rules of evidence, property handling and disposal procedures; departmental policies, procedures and goals. Ability to perform audit of property, property records, and inventory; work a variety of hours subject to change with a minimum of prior notice; communicate orally and in writing in a professional environment; work without supervision; maintain effective working relationships with those contacted in the course of work; utilize modern office equipment and operate a personal computer utilizing a variety of technical and imaging software applications; work a flexible work schedule; and lawfully respond to emergencies from residence within 45 minutes. Requires H.S. Diploma or G.E.D. and three years experience in a law enforcement agency in the collection, preservation, safeguarding, and disposal of evidence and property; or two years of experience as a sworn peace officer. Must be able to attain approved TLETS/NLETS and NCIC/TCIC operator access; specific technical training and certifications may be required and must have a Texas driver's license with good driving record. Starting base salary is \$30,366 - \$35,091. Applications will be accepted at City Hall, 205 N. River, Seguin, Texas 78155 until position is filled. EOE