



## City of Hudson Oaks

### Employment Opportunity

#### Evidence Technician/Records Manager

**Application Deadline: December 8, 2017**

Progressive, growing, professional agency seeks inspired, enthusiastic, creative employees who want to support police operations in a unique environment. Hudson Oaks is a small, close-knit community of highly involved citizens who have high expectations of and for the city and its municipal government. The City and the police department value integrity, customer service, professionalism, accountability and education. The progressive nature of the organization has made the police department a well-respected, leading agency in the county. This organization demands high-caliber employees who think creatively and act professionally to serve the needs of a rapidly growing community. The City is currently recruiting for the purposes of filling one vacant position.

**Brief position description:** The primary duties of this position is Evidence Technician and Records Manager. The position will also perform administrative duties, and will be the first person that citizens who visit or telephone the administration building interact with. This position is under the general direction of a police sergeant and the police chief. (A complete job description is available for review on the City's website at [www.hudsonoaks.com](http://www.hudsonoaks.com).) This position will typically work 9 hour shifts with an uncompensated lunch hour.

**Minimum Qualifications:** A high school diploma or equivalent is required. Must be able to speak, read and write the English language. A Texas Class C driver license and liability vehicle insurance are required.

**Disqualifiers – Drug Use:** Engaged in the use of marijuana in the past 24 months. Engaged in the use of any other illegal drug within the past five (5) years. Engaged in the use of any drug that was prescribed for another - Disqualification will depend on the narcotic used and circumstances of use.

**Salary & Benefits:** The starting salary range for this position is \$36,000 - \$42,000 depending upon prior law enforcement related evidence technician experience. The City of Hudson Oaks is part of the Texas Municipal Retirement System. The City matches 7% employee contributions 2 to 1. Employees are vested after five (5) years, and may retire at age 60, or at any age after 20 years of qualified service. Employer-provided medical and dental insurance benefits are part of the City of Hudson Oaks comprehensive benefit package. Additional dental, vision, life and other health insurance options are available at the employee's expense. Employees may also choose to enroll their family members in the City's group plan.

**Testing & Examinations:** All qualifying applicants must complete a Personal History Booklet (PHB) in addition to the initial application. Applicants who continue in the process will complete

an oral interview, thorough background investigation, drug screen and other testing as deemed necessary.

**To Apply:** Complete an application for employment, which is available on the City of Hudson Oaks website at [www.hudsonoaks.com](http://www.hudsonoaks.com). Send application and resume to the City of Hudson Oaks, attn: City Secretary Shelley Scazzero TRMC, 210 Hudson Oaks Drive, Hudson Oaks, Texas 76087. Applications may also be submitted by email to [Shelley.Major@hudsonoaks.com](mailto:Shelley.Major@hudsonoaks.com). Questions about the position or application process should be directed to the police chief at [michael.baldwin@hudsonoaks.com](mailto:michael.baldwin@hudsonoaks.com) or at 682-229-2454.

## City of Hudson Oaks

### POSITION DESCRIPTION

**Job Title:** Evidence Technician  
**Reports to:** Police Chief  
**FLSA Category:** Full Time - Non-Exempt  
**Date Revised:** March 22, 2017

#### **BRIEF DESCRIPTION OF THE POSITION:**

Performs variety of technical duties relative to the receipt, storage, protection, delivery, release and disposition of property or evidence. Maintains appropriate chain of custody of evidence.

#### **ESSENTIAL DUTIES:**

Description of job duties
Receives, documents, processes and stores, and releases evidence and other property. Assigns control numbers and storage locations to property and evidence. Performs biannual inventory of all property and evidence contained in property room.
Releases property and evidence to crime lab, courts, the public or various law enforcement agencies. Ensures compliance with applicable rules and regulations and chain of custody procedures.
Assists police personnel with the handling, packaging, tracking and processing of evidence.
Labels and packages evidence to ensure chain of custody and integrity of contents.
Researches owners of property and evidence through computer. Sends appropriate owner certified notification letter.
Determines the final disposition of property and evidence. Prepares appropriate paper work for disposal. Removes property from storage location and prepares for the destroying, donation or auctioning of property. Updates chain of custody accordingly.
Maintains and updates detailed evidence and property records. Generates and prepares court orders. Prints and delivers reports and retrieves information from the computer.
Answers questions and provides general information to the public regarding Police Department policies and procedures pertaining to the storage and release of property.
Testify in court and legal proceedings.
Performs a variety of general clerical functions, which includes maintaining and updating complex filing systems, researching files and records, and answering and routing incoming telephone calls.
Performs other related duties as required.
Adheres to assigned work schedule as outlined in Department and City policies and procedures; ensures all behaviors comply with all Department and City written policies.
Coordinates open records requests and submissions, code enforcement notifications and documentation and other specific processes as directed.
Assists Criminal Investigation Division in preparing cases to be filed. Delivers cases to the appropriate office, District or County Attorney, when complete.
Assists with maintaining sex offender files. Registration of city's sex offenders on Texas' DPS website as required.
Retrieves, copies, and/or emails videos for investigators and/or patrol as needed. Retrieves and copies videos, photographs, or other documents as needed for the county and district court and open records.
Prepares the proper submission forms and sends, by certified mail, drugs and/or blood specimens to the appropriate crime lab for processing. Updates chain of custody accordingly.
Orders office supplies, DPS blood test kits, and all other department supplies as requested.
Prepares submission letter and sends, by certified mail, counterfeit monies to Secret Service. Updates chain of custody accordingly.
Sends, by certified mail, notices of code enforcement violation as requested.
Uploads receipts and performs reconciliation of charges with city purchasing card.

## **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

### **Knowledge of:**

- Principles, procedures, methods and techniques used in preserving and storing evidence.
- Hudson Oaks Police Department General Orders, Code of Conduct and written policies.
- Basic principles and procedures related to the disposition of release of evidence.
- Principles and procedures of record keeping.  
Principles of business letter writing and basic report preparation.
- Modern office procedures, methods and computer equipment.
- Pertinent Federal, State and local laws, codes and regulations.
- Records management software and procedures.
- Computer operations.

### **Skill in:**

- Oral and written communication.
- Telephone and customer service
- Planning and prioritizing.
- Clerical skills and office equipment knowledge
- Observation and decision-making.
- Microsoft Office applications
- Organization and time management.

### **Ability to:**

- Communicate clearly, concisely and effectively, both orally and in writing.
- Listen and comprehend information.
- Maintain confidentiality.
- Manage administrative duties.
- Receive, document, process and store evidence and other property.
- Determine the final disposition of property and evidence.
- Ensure compliance with applicable rules and regulations and laws governing the storage, release or disposal of abandoned, stolen, seized and recovered personal property and evidence.
- Work independently in the absence of supervision.
- Respond to requests and inquiries from the general public.
- Establish and maintain effective working relationships.
- Work varied hours as responsibilities require.

### **Minimum Qualifications**

- High School Diploma or equivalent is required
- Must be able to speak, read and write the English language.

### **REQUIRED CERTIFICATES AND LICENSES:**

- Texas Class C driver license
- Liability vehicle insurance

### **ENVIRONMENTAL AND SAFETY FACTORS:**

Generally, work will be performed inside an office. Exposure to bodily fluids, fumes, emotionally stressful, lifting, carrying, pushing, and /or dragging of objects weighing up to 50+ pounds.

### **TOOLS AND EQUIPMENT USED:**

Computers, office and mobile telephones, fax machine, and other standard office equipment.

### **DESCRIPTION OF PHYSICAL DEMANDS:**

This position typically requires touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting objects weighing up to 50+ pounds.

This position description is not an employment agreement or contract. Management has the exclusive right to alter this position description at any time without notice.