



**CITY OF GRANTS PASS, OREGON  
CLASS SPECIFICATION**

**PROPERTY AND EVIDENCE  
TECHNICIAN**

**FLSA Status:** Non-Exempt  
**Bargaining Unit:** GPPA  
**Salary Grade:** 307

**CLASS SUMMARY:**

The Property and Evidence Technician is a Public Safety Non-Sworn Stand Alone class. Incumbents are responsible for maintaining a secure system of logging and storing evidence and property, and for providing procurement services. Duties include daily intake of evidence, confirming evidence packaging and documentation, preparing evidence for transport to lab and/or District Attorney's office, and ordering and distributing uniforms and supplies. Incumbents also manage evidence and property retention and disposal, including determining appropriate actions such as destruction, auction or conversion to use.

**TYPICAL CLASS ESSENTIAL DUTIES:** These duties are a representative sample; position assignments may vary.

- Conducts daily intake activities related to evidence and property and assures that evidence and property are properly packaged and stored.
- Performs the proper retention and disposal of evidence and property determining the appropriateness of destruction, auction or conversion for use.
- Prepares evidence and property for District Attorney's office and forensics lab including proper packaging and documentation and transmittal.
- Orders and distributes supplies and uniforms for the patrol.
- Performs other duties of a similar nature or level.

**Training and Experience** (positions in this class require):

A High School Diploma or GED and some business related training or education and two years of general office experience are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (positions in this class require):

- Oregon Driver's License – Class C

**Knowledge** (positions in this class require):

Knowledge of:

- Police procedures and records research;
- Police and criminal justice related software programs;
- Evidence maintenance;
- Applicable City policies and ordinances;
- Applicable Federal, State, and local laws, rules, and regulations.

*Employees of the City of Grants Pass uphold the values of  
Integrity, Vision, Accountability, Leadership, United and Excellence in our service to our community.*

**Skills** (positions in this class require):

Skill in:

- Chain of evidence maintenance;
- Records management;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Physical Requirements:**

Positions in this class typically require: climbing, stooping, kneeling, crouching, reaching, pushing, pulling, standing, walking, talking, hearing, and seeing, fingering and repetitive motion.

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**Note:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Classification History:**

Adopted by Council July 2, 2008

Resolution No. 5379