



**WE ARE NOW HIRING
FOR
EVIDENCE TECHNICIAN**

KEY JOB ACCOUNTABILITIES:

- Performs evidence control and maintenance, including receiving and logging in evidence and property.
- Operates multiple computer databases.
- Inventorying supplies for evidence storage and processing.
- Securing evidence in specific storage rooms and maintaining accurate records for all evidence activities.
- Participates in evidence collection at crime scenes when requested, including mailing, or transporting evidence to forensic laboratories.
- Assists with transporting evidence to destruction locations and handling hazardous evidence.

- Processes digital media and photographs, including providing related digital media and/or photographs to the City and County Prosecutor's Office.
- Performs a variety of report-taking duties, including releasing weapons to owners after running a criminal history check.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Receives and provides clear, constructive feedback regarding work performance (to/from individuals or groups) and provides clarification, as necessary.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audiovisual materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Assumes responsibility for other duties as required or assigned.
- Performs clerical duties including scanning, filing, record maintenance and record disposition.
- Provides digital media to the Canyon County Prosecutor's Office.
- Reviews, redacts, and releases digital media to the public and other government agencies following the public records release policy of the Nampa Police Department and related Idaho statutes.
- Answers questions from employees, lawyers, other government agencies and the public as they relate to property and evidence functions.
- Ordering supplies for clerical functions.
- Provides support for evidence and property functions to include inventories and dispositions.
- Assumes responsibility for other duties as required or assigned.
- Ensures the security of all records according to prescribed procedures, including retrieving files for information as requested.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audiovisual materials to become and remain current on principles, practices, and new developments in assigned work areas.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Applicant must be able to pass Nampa Police Department background check.
- Strong oral and written communication skills.
- Knowledge of hazards and safety practices associated with chemicals and infectious diseases.

- Knowledge of applicable department rules, regulations and standard operational procedures, law enforcement terminology and practices.
- Ability to deal effectively and courteously with fellow officers and the general public.
- Ability to communicate effectively, verbally and in writing.
- Ability to act with tact and impartiality.
- Ability to manage time and demonstrate excellent organizational skills.
- Ability to read, analyze and interpret common technical information.
- Ability to respond to common inquiries from law enforcement officials, court attorneys and judges.
- Ability to effectively present information to law enforcement officials, court officials and the general public.
- Ability to read, analyze and interpret technical information and procedures; write reports.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

KEY BEHAVIORAL COMPETENCIES:

- Impartiality – Ability to remain neutral when performing all functions of the job.
- Confidentiality – Ability to respect and maintain confidentiality when performing functions of the job.
- Accountability – Ability to accept responsibility and account for his/her actions.
- Analytical Skills – Ability to use thinking and reasoning to solve a problem.
- Commitment to Safety – Understands, encourages, and carries out the principles of integrated safety management.

complies with or oversees the compliance with safety policies and procedures; completes all required training; takes.

personal responsibility for safety.

- Detail Oriented – Ability to pay meticulous attention to all aspects of a situation or task no matter how small or seemingly unimportant.
- Innovative – Ability to look beyond the standard solutions.
- Judgment – The ability to formulate a sound decision using the available information.
- Problem Solving – Ability to find a solution for or to deal proactively with work-related problems.
- Reliability – The trait of being dependable and trustworthy.
- Time Management – Ability to effectively utilize available time for the completion of necessary job tasks.

EDUCATION, EXPERIENCE LEVEL, CERTIFICATION REQUIREMENTS:

- Must possess a current and valid Idaho Driver's License and successfully complete an Idaho State Department of Motor Vehicles driving record check.
- Civilian position does not require the POST Certification.
- Preferred knowledge and experience in law enforcement procedure as they pertain to evidence and the chain of custody.

MINIMUM QUALIFICATIONS:

- Associate degree and one year of experience in an office setting.
- Highschool diploma or GED and two years of experience in an office setting.

WORKING CONDITIONS (more detailed essential physical job functions available upon request):

- This position requires the ability to be on call 24/7 on a rotational basis.
- Functions of the position are generally performed in a controlled environment but may require working in adverse weather conditions.
- Many functions of the work pose high degree of hazard and uncertainty. Physical readiness and conditioning may be a condition of job retention.
- Various levels of mental application required, i.e., memory for details, emotional stability, discriminating thinking, creative problem solving. Continuous use of motor skills.
- Frequent travel in automobile required in daily performance of job duties.
- Frequently lifting/carrying up to 10 pounds.
- Occasionally lifting/carrying up to 20 pounds.
- Noise level is frequently moderate.
- Work includes sensory ability to talk, hear and touch.
- Work in this position also includes close vision, peripheral vision, and depth perception.
- Employees will sit, stand, walk, stoop, kneel, crouch, crawl, reach and grasp.
- Position requires hand/finger dexterity.

*The City of Nampa is an equal employment opportunity employer. All applicants will be considered for employment without regard to race, color, religion, sex, national origin, veteran, disability status or any other characteristic protected by federal, state, or local laws. The City of Nampa has a Drug/Alcohol Free

Workplace Policy. Any offer of employment is contingent upon passing a pre-employment drug test and background check. All positions may close prior to closing date.