



## CITY OF KERRVILLE JOB OPENING ANNOUNCEMENT

<b>Job Title</b>	Property/Evidence Analyst	<b>Starting Salary:</b>	\$23.00 hour
<b>Department:</b>	Police	<b>Pay Grade:</b>	29
<b>Division:</b>	Criminal Investigations (CID)	<b>Position Control Number:</b>	113-G04
<b>Supervisor:</b>	CID Lieutenant	<b>FLSA Classification:</b>	Non-Exempt
<b>Opening Date:</b>	03/20/2025	<b>Employment Status:</b>	Regular, Full-time
<b>Closing Date:</b>	Open Until Filled	<b>Internal and External Posting:</b>	03/20/2025

**Job Summary:** Under general supervision by the Criminal Investigations Lieutenant, the Property/Evidence Analyst is responsible for performing a variety of tasks and duties related to the investigation of crimes and incidents as well as other law enforcement related functions. The Property/Evidence Analyst will be responsible for the maintenance of department evidence documents and records; monitor the evidence/property system for correctness and update the system accordingly; assist in evidence collection; process crime scenes and retrieve evidence; and perform destruction of property and evidence as appropriate. Additional duties include maintaining evidence supplies and equipment, ordering new supplies, researching new technology and assisting with budget preparation.

**Principle Duties and Responsibilities:** This information is intended to be descriptive of the principal duties and responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

1. Assists with the collection of evidence as part of the overall investigative process.
2. Process crime scenes by photographing scenes, processing for fingerprints, collecting physical evidence, tagging and labeling items, diagramming scenes, and preparing written reports.
3. Retrieve and process multimedia and digital evidence from various sources.
4. Identify, mark, and store evidence in accordance with proper evidence handling requirements.
5. Collect and enter data and information on reports and documents. Perform data entry duties by logging evidence recovery, custody and disposition.
6. Prepare evidence records for permanent storage or disposal following approved guidelines and procedures.
7. Maintain supplies by keeping inventory, ordering new supplies, researching new technology and assisting with budget preparation regarding supplies.
8. Assist with inventories and audits.
9. Respond to call outs as needed.
10. Process in house analysis of evidence.
11. Transport evidence to outside processing sites.
12. Provide courtroom testimony as needed.
13. Provide guidance and oversight to the evidence unit
14. Performs other duties as may be assigned.

**Minimum Qualifications, Experience, and Abilities:**

- Possession of a High School Diploma or equivalent.
- A minimum of two years of clerical or administrative experience.
- Possession of a valid Texas Class C driver's license
- Familiarity with evidence processing and procedures, crime scene tech experience, or a degree in a related field is preferred.
- Knowledge of principles and techniques of inductive and deductive reasoning.
- Business English, spelling, grammar and punctuation required to produce complex written documents.
- Knowledge of data entry, operating a computer, and utilizing basic software.
- Working knowledge of basic office procedures and equipment.
- Computer/Keyboard, printer, photocopier, fax machine, cellular telephone, telephone and office equipment. Other evidence gathering and processing equipment.
- Ability to establish and maintain effective working relationships with peers and supervisors.
- Ability to follow verbal and written instruction.
- Ability to perform detailed work with a high degree of accuracy.

- Ability to maintain flexibility and re-alter priorities in response to change.
- Ability to interpret complex information and produce complex written documents.
- Ability to work independently and without constant supervision.
- Ability to exercise utmost discretion regarding confidential information and the dissemination of all official information.
- Ability to maintain highly sensitive and confidential files and records.
- Ability to maintain regular and predictable attendance.
- Ability to pass an extensive background investigation.

**Physical and Environmental Conditions:**

Duties are generally performed in an office setting but will at times require a field response. Some light work requiring occasional lifting objects up to 20 pounds to move objects. Must be able to sit for long periods of time. Work may also require stooping, kneeling, crouching, bending, standing, walking, pushing, and pulling.

The City of Kerrville is an Equal Opportunity/Affirmative Action Employer, and strives to offer and maintain a Drug and Smoke-free workplace. The City will not discriminate against any employee or applicant for employment because of age, color, religion, sex, national origin, political affiliation or physical disability.