



## EMPLOYMENT OPPORTUNITY

# COMMUNITY SERVICES OFFICER- Evidence

### **SALARY AND BENEFITS**

\$19.26 - \$25.36 per hour, plus benefits

### **FILING DEADLINE**

5:00 p.m., December 1, 2022

### **DUTIES AND RESPONSIBILITIES**

*The community services officer, under general supervision from the Captain or Designee, performs a variety of technical tasks associated with the tracking, handling and safekeeping of evidence and found property; photographing, processing and collecting photographic and physical evidence from crime scenes for the Lassen County Sheriff's Office. The major duties of the job include:*

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Receives property and evidence from law enforcement officers; documents receipt of items; maintains the chain of possession from intake to final disposition.
- Stores and safeguards property and evidence, including seized, recovered, and found property; enters and updates data into computer system; mails and transports evidence to crime laboratory for testing; releases items to authorized parties; documents return of evidence to custody; verifies completeness of reports and case documentation.
- Documents all handling of evidence and property; generates computerized reports of movement and handling of department evidence; maintains activity logs and generates reports as needed.
- Conducts regular inventory of evidence room and property.
- Maintain and updates a variety of files, records, logs, reports and other documents.
- Assists with the transportation of evidence from crime scenes, as needed.
- Upon notification of case closure from appropriate authority, destroys or disposes of evidence and property, or returns to owner.
- Updates and maintains procedures for the custody and handling of evidence.
- Prepares necessary documentation and evidence for court; may be required to testify in court.
- Determines and identifies status, location and availability of film, negatives, and digital files.
- Responds to requests for photographs; photographs crime scenes for sheriff's deputies and other law enforcement agencies as directed.
- Must be able to perform other CSO duties in the absence of other CSO's including but not limited to: civil, youth services, record keeping, payroll etc.
- Other duties as assigned.

## MINIMUM QUALIFICATIONS

**Education:** Valid high school diploma or GED equivalent.

**Experience:** One-year experience in Lassen County working with the Sheriff's Department, juveniles, probation or a social services agency as well as some experience in a training or customer service function is desirable.

**License:** Valid Class C driver's license and completion of the California Peace Officer's Standards and Training 832 PC course within six months of hire.

**Special Requirements:** Must be at least 18 years of age and have no felony convictions or disqualifying criminal history.

## SELECTION PROCESS

Application materials will be reviewed, and the best-qualified applicants will be invited to Susanville to participate in interviews.

## HOW TO APPLY

It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. To obtain an official Lassen County Application, visit Personnel at our website at: <http://lassencounty.org>, or visit our application center at the address listed below. Qualified applicants are invited to submit an official Lassen County application to:

Lassen County Personnel Department  
221 South Roop Street  
Susanville, California 96130

PH: (530) 251 -8320

Opened: November 17, 2022

## □ GENERAL INFORMATION □

Lassen County is an equal opportunity employer hiring employment eligible applicant.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted prior to employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.