

Sheriff's Property Clerk
County of Santa Cruz

SALARY: \$4,578 - 5,793 / Month



Filing Deadline: Friday, October 18, 2019

THE JOB:

- Responsible for evidence and property under the Sheriff's jurisdiction and other jurisdictions as required; to receive, transport, verify, store, record, safeguard, research, release and dispose of evidence and other property as needed by the Sheriff's Office and other jurisdictions;
- Provide training to sworn and civilian staff on the proper packaging and handling of evidence;
- Coordinates and maintains the Sheriff's Office Body Worn Camera Program.

This vacancy is currently a part-time position.

Paid holidays, excellent benefits and CalPERS retirement!

The County of Santa Cruz offers a generous benefits package which includes annual leave, paid holidays, medical, dental, vision and retirement benefits!

THE REQUIREMENTS: Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: **One year of experience that has included substantial filing and recordkeeping responsibilities with an agency charged with criminal justice responsibilities.**

SPECIAL REQUIREMENTS: License: Possession of a valid Class C California Driver License. **Background Investigation:** Ability to pass a full background investigation (polygraph and drug screening). **Special Working Conditions:** Exposure to variable temperatures, confined work spaces and heights; strong unpleasant odors, infectious bio-hazardous materials such as blood, urine and semen which might cause chronic disease or death; dust, pollens, chemical irritants; toxic substances; individuals who may be hostile and abusive; evidence that may be disturbing such as homicide evidence.

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