



600 Anderson Street | North Braddock, PA 15104 | (412) 391-4900 | ERMVPD.ORG

### **Property and Evidence Clerk Job Posting - Duties/Description**

The Eastern Regional Mon Valley Police Department is responsible for protecting and serving the Boroughs of North Braddock, East Pittsburgh and Rankin located in Allegheny County, Pennsylvania. We are searching for a temporary part-time Property and Evidence Clerk who holds the values of integrity, compassion, excellence and community.

### **General Purpose**

Provide administrative duties related to the acceptance, storage, control and disposal of police evidence and property; protect the integrity of evidence throughout the judicial process; and ensure compliance with all State and local laws governing the storage and disposition of property and evidence.

### **Responsibilities**

- Document, categorize, review all kinds of property and evidence, including but not limited to: firearms, hazardous and toxic materials or substances, evidentiary documents, photographs.
- Maintain a complete chain of custody, identify and resolve discrepancies, receive requests from public and outside agencies, provide information regarding procedure for obtaining property and evidence, as well as laws governing the release of such.
- Coordinate with the District Attorney's Office for any review of evidence required to determine if evidence can be released or destroyed.
- Conduct purging of evidence and property in compliance with department policy as well as any State or local laws.
- Maintain accurate records regarding the receipt, storage, release and destruction of property or evidence.
- Follow Department safety procedures to properly handle items such as firearms, weapons, blood samples, DNA, narcotics, drug paraphernalia, money, toxic materials, chemical samples, etc while also avoiding contamination and ensuring chain of custody.
- Perform related duties as required, and additional duties if assigned or requested.



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### **Qualifications**

- High school diploma or equivalent
- Valid driver's license
- Must be able to pass a comprehensive police background check and drug screening
- Must be able to qualify for CJIS clearance

### **Knowledge**

- Case and records management: enter, retrieve, collate and distribute information into various databases
- Establish and maintain a high degree of confidentiality of sensitive information
- Good written and verbal communication skills
- Ability to use modern office equipment and software applications
- Principles and practices of work safety

### **Additional**

This position is a temporary part time position subject to an additional up to six month extension and/or permanent part time position. Expected hours for this position will be 25 per week. If interested, please submit a resume and letter of interest to [info@ermvdpd.org](mailto:info@ermvdpd.org).