



**COLUMBIA COUNTY, OREGON**  
**JOB TITLE: EVIDENCE TECHNICIAN**  
**DATE: JANUARY 1, 2024**

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|----------------------|------------------------|------------------------|-------|
| <b>EXEMPT (Y/N):</b> | No                     | <b>CLASSIFICATION:</b> | CSC   |
| <b>DEPARTMENT:</b>   | Sheriff's Office       | <b>JOB CODE:</b>       | P0043 |
| <b>SUPERVISOR:</b>   | Enforcement Lieutenant | <b>SALARY RANGE:</b>   | 124   |
| <b>UNION (Y/N):</b>  | Yes                    | <b>LOCAL:</b>          | CCDSA |

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**GENERAL STATEMENT OF DUTIES:** Receive, catalog, store, and dispose of seized evidence.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other related duties may be assigned.

Receive, organize, preserve, secure, transport, release, and/or dispose of property and evidence confiscated by the Sheriff's Office.

Ensure compliance with state and local laws, codes, ordinances, regulations, policies, and procedures.

Testify in court regarding the chain of evidence and other relevant information.

Maintain a complete and comprehensive record of activities. Maintain records, and when required, prepare reports required for official investigation, crime prevention, prosecution, and office procedure.

Perform research from files and records. Prepare a variety of documents as needed.

Answer telephones, keep records, prepare records, and receive and respond to inquiries from the general public or other law enforcement agencies for information or services.

Maintain a high level of confidentiality in regard to issues encountered.

Follow all safety rules and procedures established for work areas. Comply with all relevant Columbia County Sheriff's Office and county policies and procedures.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

**SUPERVISORY RESPONSIBILITIES:** Supervision of employees is not a responsibility assigned to this position.

**SUPERVISION RECEIVED:** Work is performed with considerable independence under the general direction of the Enforcement Lieutenant who provides policy, procedure, and administrative direction and reviews performance.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION and/or EXPERIENCE:** Equivalent to a high school diploma with additional broad specialized legal or law enforcement training. Four years of increasingly responsible work experience in the criminal justice field, at least two of which must have been in a law enforcement agency. Prior experience working with processing evidence is required. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.



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**DESIRABLE QUALIFICATIONS:** Team player willing to work collaboratively toward shared goals and be open to diverse ideas and perspectives. Receive constructive feedback in a positive manner.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must be LEDS certified within six months of hire. Possession of, or ability to obtain a first aid/CPR card within three months of hire. Must possess a valid driver's license and be insurable under the county's liability policy.

**KNOWLEDGE, SKILL, AND ABILITY:** Advanced knowledge of civil office and evidence handling practices and procedures, terminology, court proceedings, and related documents. Knowledge of record keeping procedures and general office practices.

Skill in various business software and Microsoft Office products.

Ability to:

- Organize, prioritize, and produce an accurate work product. Multi-task effectively. Prepare and clear and concise reports.
- Express ideas effectively, both verbally and in writing to coworkers, adults-in-custody, community partners and the public. Use sound judgment.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as part of a team.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Enforce all laws, regulations, ordinances, and standards consistently to ensure compliance and to protect the public's health and safety.
- Remain calm and multi-task while using good judgment during confrontational or high-pressure situations.

**SPECIAL NECESSARY QUALIFICATIONS:** Must be able to pass a pre-employment background screening and drug screening. Will be subject to random drug screening for duration of employment.

**PHYSICAL DEMANDS:** The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

More than moderate, involving the movement of various types of evidence from location to location. Occasionally lifting/carrying items weighing 20-50 pounds, 1-25 pounds frequently. Requires standing, walking, reaching, climbing, bending, and stooping and all other actions related to the handling of evidence. Service of civil papers requires the ability to operate a motor vehicle and to sit and walk for periods of time.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.



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General office environment with the collection of evidence requiring travel to and exposure to collection sites. Daily contact with adults-in-custody and offenders in a high security environment with exposure to hazards and risk which accompanies such contact.

***To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.***

***Columbia County has the right to revise this job description at any time.  
This description does not represent in any way a contract of employment.***