YUMA COUNTY

RECRUITMENT ANNOUNCEMENT

Position: Evidence Technician
Department: Sheriff's Office
Classification: Non-Exempt, Eligible for overtime compensation
Salary: $21.27 - $26.59 / hr. D.O.Q.
Grade: 8
Close Date: **Tuesday, December 1st, 2026**

THE COUNTY OF YUMA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY

NATURE OF WORK: Under general supervision, performs work of routine difficulty in the lawful processing and control of law enforcement evidence and property. This position has department specific responsibility.

EXPERIENCE & EDUCATION: High School Diploma or GED equivalent; AND two (2) years evidence handling, inventory, warehousing or storekeeping experience; OR an equivalent combination of education and experience. Must obtain ACJIS and NCIC Terminal Operator Certifications within six (6) months of appointment and maintain certification.

ADDITIONAL REQUIREMENTS: May be required to successfully complete a background check, polygraph, and drug test prior to appointment. Must possess and maintain valid driver's license.

The above information is intended to describe the general nature of this position and **is not** to be considered a complete statement of duties, responsibilities and requirements.

****NOTE****

Reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any stage of the recruitment process. Requests for accommodation must be made through the Yuma County Human Resources Department in advance of the event, or as soon as practical, so that necessary arrangements can be made (928) 373-1013 OR TDD (928) 373-1013.

Apply:
Yuma County Human Resources - 198 S. Main St., Yuma, AZ 85364
Phone: (928) 373-1013 Fax (928) 373-1153 Job Line (928) 373-6090
Website: www.yumacountyaz.gov
See Reverse Side For More Information

Evidence Technician

EXAMPLES OF WORK: (*Illustrative Only)* Receives property and evidence, and reviews packaging and documentation; verifies all evidence processing are in compliance with state laws and Sheriff's Office policies and procedures; verifies computer data entry and hard copy receipt of evidence received; catalogs, tags, labels, packages, documents and stores submitted property and evidence; safeguards integrity of chain-of-custody; makes accurate comparisons of items from serial numbers or other descriptive features; ensures hazardous materials evidence is appropriately handled, identified, contained, stored, transported, tested, and legally disposed; maintains and secures biological evidence contained in refrigerators and freezers requiring strict temperature control; audits items against information available in multi-agency computer information systems for stolen, wanted, or owner information; verifies stolen weapons through the use of national and state crime information computer systems; maintains records, files and procedures to support the property and evidence functions; manages the secure transmittal and receipt of evidence to and from other locations, to include transporting evidence to and from the State Department of Public Safety for analysis; exercises initiative, discretion and judgment, with attention to accuracy and detail, in the security and issuance of property and evidence to law enforcement personnel; instructs law enforcement personnel on procedures of evidential property control; maintains appropriate release records and records disposition of property and evidence; destroys contraband or property as required, in compliance with Sheriff's Office policies and procedures and by law; assists in conducting audits of inventory of property and evidence in warehouse to ensure the safeguarding of and accurate accounting of all items currently stored; may be called to testify in court to chain-of-custody for property and evidence; represents the Office at committees, task forces, and intergovernmental projects; maintains confidentiality of work-related issues, pending investigations, and Sheriff's Office information; regular and reliable attendance is required; performs other duties as assigned.

KNOWLEDGE AND SKILLS:

Knowledge of: County policies and procedures; Sheriff's Office policies and procedures; County, state and federal laws and regulations on rules of evidence; principles and practices of maintaining chain-of-custody for evidence and property; proper methods of securing, handling and preserving evidence; basic principles, practices and methods of inventory control and warehousing; safe handling of firearms, ammunition and hazardous material; basic mathematics; records management.

Skills in: maintaining accurate department files, records and property transactions; following complex oral and written instructions, policies, and procedures; operating computerized technology and job-related software applications; effectively dealing with public inquiries; weapons handling and safety procedures.

Ability to read, understand, interpret and apply established laws, policies, and procedures; display discretion and integrity in the performance of duties; work with contaminated property and/or hazardous waste materials using normal protective equipment; move packages weighing up to 50 pounds each, in compliance with OSHA regulations; communicate effectively verbally and in writing; establish and maintain effective working relationships with supervisors, staff, and other agencies; perform the essential functions of the job specifications with or without reasonable accommodation.

Work Environment/Physical Demands:

- Work is performed in a general office environment, and in a storage room with evidence that may contain noxious odors and hazardous materials.
- May work irregular hours, holidays, weekends, call outs, and overtime.
- Required to bend, stretch, stoop, reach, and climb stairs or step ladders.
- Required lift, carry, push, and/or pull objects weighing up to 50 pounds each.

Work Environment/Physical Demands (Cont.):

- Required to use utility dollies, moving carts, and hand trucks.
- Visual and muscular dexterity to operate: computer, office equipment, and telephone.
- Operate a motor vehicle and travel to/from various locations for training/meetings, transporting evidence, or to crime scenes.
- Random urinalysis testing.

EOE/AA/ADA/M/F/V/D
DRUG FREE WORKPLACE

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