

WASHINGTON COUNTY  
Job Description

**JOB TITLE: Property Manager**

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Exempt (Y/N): No

OFFICE: Sheriff's Office

DATE REVISED: August 2008

SUPERVISOR: Administrative Captain

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**SUMMARY:**

The Property/Evidence Manager, under the supervision of the Administrative Captain, supervises the Property Clerk and oversees the ordering, receiving, record keeping and distribution of required uniforms, vehicles, firearms and related items to law enforcement and civilian personnel.

Responsible for tracking, logging, maintenance and repairs of law enforcement vehicles, keeping accurate records and providing end of the month reports to administrative personnel. Supervises the Evidence Coordinator and ensures that evidence and lost/found or recovered property is logged, secured and disposed of in accordance with County, State and Federal rules and regulations. Ensures that chain of custody documentation accompanies each piece of evidence. Assists with training personnel on policies and procedures relating to evidence login procedures.

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

1. Supervise, train, assist and oversee Property Clerk and Evidence Coordinator.
2. Direct and coordinate purchasing procedures with division heads and Office supervisors in accordance with state law and county policies.
3. Assist division heads in preparing yearly budgets.
4. Prepare requests for bid proposal specifications for items purchased in accordance with state and local laws.
5. Prepare court order on all bids and on purchase of used equipment in accordance with state laws.
6. Maintain inventory of all Sheriff's Office property in excess of \$1,000.00 unit value. This inventory subject to audit by the Sheriff's Office administration and state auditor at any point in time.
7. Oversees and edits all annual budget requests of items in inventory, as well as equipment and supplies used by the property/evidence division and monitors expenditures throughout the

year.

8. Coordinates sale of surplus Sheriff's Office property by public auction or sealed bids in accordance with state laws and county policies.
9. Prepares for and presents official testimony concerning the chain of evidence for all local, state and federal courts when subpoenaed.
10. Acts as liaison between the Sheriff's Office and vendors/suppliers.
11. Responsible for the maintenance and repair of Sheriff's Office vehicle fleet.
12. Prepares annual employee evaluations and counsels employees when necessary concerning job performance.

#### **SUPERVISORY RESPONSIBILITIES:**

Directly supervises the Property Clerk and Evidence Coordinator, as well as occasional part-time employees. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include interviewing, making recommendations for hiring, training employees; planning, assigning, and directing work; addressing complaints and resolving problems.

#### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE:**

Graduation from High School or GED with five years of experience in inventory management with at least two years of supervisory duties; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

#### **OTHER SKILLS and ABILITIES:**

Must not have a criminal record of any kind and before selection into this position, must be able to withstand a complete background investigation, polygraph examination and credit history report.

The incumbent must be able to perform all following as well as supervise others in the following: Must possess the ability to communicate effectively both orally and written often under adverse conditions; possess good judgment; good powers of observation and memory and the ability to train others. Ability to interpret a variety of County, State, and Federal laws making decisions and taking action quickly. Must possess a valid Arkansas Driver's License.

Considerable knowledge of evidence collection and maintenance, lost/found property

maintenance and disposition practices, court procedures and crime lab packaging and procedures.

Must possess working knowledge of Microsoft Word, Excel and Outlook.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to stand; walk; sit; drive vehicle; use hands and fingers to handle, or feel objects, or controls; reach with hands and arms; talk and hear; taste or smell. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**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 the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, risk of radiation and vibration.

The noise level in the work environment is usually moderate to loud.