



City of Ames Property / Evidence Technician

SALARY	\$18.46 - \$27.34 Hourly	LOCATION	50010, IA
JOB TYPE	Less than 20 hours/week	JOB NUMBER	25-2228-01
DEPARTMENT	Police	DIVISION	Police
OPENING DATE	07/01/2025	CLOSING DATE	7/14/2025 12:00 PM Central
FLSA	Non-Exempt	BARGAINING UNIT	MERIT
RESIDENCY REQUIREMENT?	No		

Centrally located in the heart of Iowa, Ames is a vibrant, progressive community with more than 66,000 residents providing an excellent quality of life. Home to Iowa State University, Ames offers year-round recreation opportunities, diverse cultural offerings, a stable economy, safe neighborhoods, and a high-achieving school district.

General Information

<https://www.youtube.com/embed/97rsAGfo1eQ?&wmode=opaque&rel=0>

The City of Ames has an exciting opportunity for a Property / Evidence Technician to join our Police Department!

Under general direction the Property / Evidence Technician catalogs, maintains, retrieves, and disposes of evidence and/or impounded property, maintains related records, and performs related duties as required.

Candidates interested in this opportunity can expect to work Monday and Tuesday, 8am-4:30pm. Schedule may be flexible depending upon mutual agreement.

In order to be considered for this position, all applicants must submit their online application by the deadline listed on this posting. Your application includes complete responses to the supplemental questions. Please keep in mind that submission of a resume in lieu of work history on your application or answering the supplemental questions is not sufficient.

Applications submitted for this position by the application deadline may be considered for other openings in this classification for up to 6 months.

Examples of Essential Job Functions

Examples of Essential Job Functions: Communicates directly, in person or on the phone, with citizens, law enforcement, and court personnel answering property evidence questions and other related concerns. Retrieves evidence and property daily insuring proper packaging, receipting, and that the chain of custody is intact. Accepts, records, and maintains records system of all physical evidence and lost/found property taken into custody by the Police Department. Maintains a log on all property that was destroyed, converted, donated or auctioned. Upon case clearance disposes of evidence or lost/found property by return to owner, destruction or auction, in accordance with state and local rules and regulations regarding property disposition. Provides a variety of police related information to the public and governmental agencies. Receives requests from officers on call for special or specific information; follows up with appropriate information. Composes a variety of correspondence, reports, and other materials requiring independent judgment as to content, accuracy, and completeness. Establishes and maintains records system using moderately independent judgment. Maintains inventory of department supplies and materials, tapes, digital copies of recordings and records of cash seized, deposited, and forfeited. Verifies cash accounting and reconciles actions with accepted accounting practices. Testifies in court regarding handling and chain of custody of evidence. Use safety precautions and follows Department procedures to properly handle firearms, weapons, chemical samples, blood, DNA, narcotics, syringes, toxic materials, money, valuable items, illicit material and alcoholic beverages to prevent injury, avoid contamination and assume chain of custody. Deliver and/or pick up evidence from crime lab or medical examiner.

Each employee is expected to continually strive to bring shared values to life through our Excellence Through People organizational culture. ETP values include: committing to continuous improvement; inspiring creativity and innovation; being customer driven; making data-driven decisions; committing to diversity, equity and inclusion; championing employee involvement; striving for excellence; having fiscal stewardship; acting with honesty and integrity; exhibiting leadership; choosing a positive attitude; respecting one another; promoting safety and wellness; and cultivating teamwork. For leaders, this includes creating a work culture that brings these values to life. For all employees, this includes maintaining a Total City Perspective. The purpose of ETP is to deliver exceptional services to the public at the best price, and for employees to experience an enjoyable and stimulating work environment.

Qualifications

Education and Experience:

Required: High school diploma, HiSet, or G.E.D. and two years of diversified office clerical or law enforcement experience; or an equivalent combination of education and experience.

Experience working in a law enforcement agency preferred.

Licenses and Certification: Valid driver's license required. Must be willing to undergo a criminal history check and background examination.

Knowledge, Skills, and Abilities: Comprehensive knowledge of municipal law enforcement services and operations, methods of evidence handling, principles of data storage, retrieval and analysis.

Ability to understand and carry out written and verbal instructions; learn, retain and apply complex information including government codes and ordinances, crime data, financial control techniques; use modern office systems and programs to prepare complex reports and presentations; respond to requests for information, prepare statistical reports; use proper spelling, punctuation, vocabulary and grammar; provide courteous and responsive information and service; establish and

maintain effective working relationships with employees, other agency representatives and the public. Ability to use correct English, spelling, grammar, and punctuation in completing clear and concise reports and correspondence; communicate effectively with all members of the community; demonstrate sound judgment, tact, and integrity; act with courtesy, resourcefulness, and initiative. Ability to accurately add and subtract financial figures. Ability to use Microsoft Word and Excel.

Possess a high degree of integrity working with confidential materials and information.

Supplemental Information

Required Physical Activities: Climbing, talking, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, feeling, talking, hearing, repetitive motions.

Physical Characteristics of Work: Work is primarily sedentary (sitting and/or driving vehicle); however, requires the exertion of up to 30 pounds of force occasionally, and/or up to ten pounds of force frequently to move objects. May require incidental lifting/moving of objects greater than 50 pounds usually in emergency situations. Must be able to perform physical tasks under stressful conditions.

Vision Requirements: The minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, and extensive reading.

Environmental Conditions: The work is typically performed inside; Emergency situations may require the worker be exposed to outside environmental conditions; extreme heat (above 100 degrees) or cold (below 32 degrees) for short periods of time; noise; vibration; darkness and poor lighting conditions; atmospheric conditions that affect the respiratory system (i.e. dust, fumes, gasses, odors); and hazards.

Equipment Used to Perform Essential Functions: Computer keyboard, monitor, printer, and specialized software. General office equipment such as copy machine, paper shredder, calculator, computer, files, and writing instruments. Communications equipment including telephone, fax machine, and two-way radio. A variety of devices used for information storage such as files/file cabinets, recorder/voice logging recorder, and digital recordings. A variety of printed materials, including municipal and state codes, personnel policies, standard forms, and reference materials.

Other Equipment Used in the Job: Stepping stool, two-wheeled cart, various city owned vehicles.

Selection Process:

The selection process consists of an evaluation of education and experience, a phone interview (depending on the number of candidates), a panel interview and the successful completion of a criminal background check, which includes a sex offender registry check and motor vehicle records check, and pre-employment physical/drug testing. All candidates will be notified by email of their application status.

Preference may be given to applicant's possessing qualifications above the minimum.

Applications submitted for this position by the application deadline may be considered for other openings in this classification for up to 6 months.

E-Verify Process:

The City of Ames participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered a position with the City of Ames must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity on their first day of employment. Please be prepared to provide required documents on your first day of employment. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-239-5199 or go to the US Citizenship and Immigration Services web page at: <http://www.uscis.gov>.

NOTE: Applicants with disabilities may submit requests for ADA testing or interview accommodations to the Human Resources Department prior to the test or interview.

The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender identity, genetic information, ancestry, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Human Resources Department at 515-239-5199.

Employer

City of Ames

Address

515 Clark Ave

Ames, Iowa, 50010

Phone

515-239-5199

Website

<http://www.cityofames.org/jobs>

Property / Evidence Technician Supplemental Questionnaire

***QUESTION 1**

Will you possess a valid driver's license at the time of hire?

- ☐ Yes
☐ No

***QUESTION 2**

Do you have a high school diploma, HiSet, or G.E.D.?

- ☐ Yes
☐ No

***QUESTION 3**

Do you have two years of diversified office clerical or law enforcement experience; or an equivalent combination of education and experience?

- ☐ Yes

☐ No

***QUESTION 4**

Please describe your diversified office clerical or law enforcement experience; or an equivalent combination of education and experience. (including length of time)

***QUESTION 5**

Do you have experience working in a law enforcement agency?

☐ Yes

☐ No

QUESTION 6

Please describe your experience working in a law enforcement agency, if applicable. (including length of time)

***QUESTION 7**

This is a part-time position. Candidates interested in this opportunity can expect to work less than 20 hours per week, Monday and Tuesday, 8am-4:30pm. Schedule may be flexible depending upon mutual agreement. Rate of pay range is \$18.46 - \$27.34 depending on the candidates qualifications.

Is this acceptable to you?

☐ Yes

☐ No

*** Required Question**