



Affirmative Action Committee
Marion City Hall
233 West Center Street
Marion, Ohio 43302

May 30, 2018

TO WHOM IT MAY CONCERN:

The City of Marion has an immediate need to hire a person for the following position in the Police Department.

Police Property Caretaker - This is a full-time, non-exempt civilian position with a pay range of \$15.45 - \$20.57 per hour. Job description is attached.

Please Note: - This position will be responsible for confidential, accreditable, and control of all property/evidence accepted by or stored in the agency's property storage areas. Must maintain records and conduct audits of all inventories on an annual basis. Responsible for disposition of property held. A GED or high school diploma is required. Must have knowledge of office practices, procedures, and record keeping. Must have working knowledge of Microsoft Office products. Excellent customer service skills and be very organized.

- Must have a valid Ohio Driver's License without restrictions of any privilege to drive at any time and is free any requirement of High Risk Liability Insurance.
- Passing of a Background and Credit Check, Physical Examination, Drug and Alcohol Tests are conditions of employment. Must not use any tobacco products.

Application Opening Date/Time: Thursday, May 31, 2018 at 8:00 am
Application Closing Date/Time: Thursday, June 13, 2018 at 2:00 pm
Applications may be obtained from: Human Resources Office, 233 W. Center St., 3rd floor
- OR - download from www.marionohio.us/employment

It is the policy of the City of Marion not to discriminate in the selection of candidates.

Janell O'Neil, Affirmative Action Secretary
City of Marion

Attachment

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|-------------------------|--------------------------------|---------------|-----------------|-----------------|
| cc: Committee Members | Public Works Director Bischoff | Auditor | IT | Probation |
| Support Data List (AA) | HRAA - O'Connor | Council | Law Director | Senior Center |
| Mayor Schertzer | HRC - Mayes | Engineering | Municipal Court | Transit |
| Safety Director Robbins | City Hall - 3 Floors | Fire Dept - 3 | Parks | Utility Billing |
| Service Director Caryer | Airport | Garage | Police Dept | WWTP |

WHEN POSTING, PLEASE DISPLAY IN AN AREA ACCESSIBLE TO THE GENERAL PUBLIC.

AN EQUAL OPPORTUNITY EMPLOYER

CITY OF MARION, OHIO
Job Description

| | |
|-----------------------|---|
| Job Title: | Property Caretaker |
| Department: | Police Department |
| Reports To: | Chief of Police |
| FLSA Status: | Non-exempt Non-bargaining Grade 18 |
| Prepared By: | H. R. |
| Prepared Date: | 01-28-08 |

The Property Caretaker shall be responsible for the confidentially, accredit ability and control of all property/evidence accepted by or stored in the agency's property storage areas.

The Property Caretaker must maintain records and shall conduct spot audits of all inventories on an annual basis.

The Property Caretaker is responsible for the disposition of property held by this agency.

The duties of the Property Caretaker will include maintaining secure areas designated for holding property, taking in and cataloging property received by the agency on a daily basis. The Caretaker must be able to provide property to be transmitted to laboratories as necessary and evidence required for court trials. The Caretaker is responsible for the chain of custody and integrity of all evidence that might be used in a trial or court hearing. The Caretaker must be able to work with the Detective Bureau, City Law Directors Office, County Prosecutors Office, evidence lab personnel, the general public (including suspects and victims) and any officer securing property/evidence. The Caretaker is responsible for the downloading and preservation of photographs for cases and traffic accidents. The Caretaker duties are to print and distribute these photos on request including outside insurance companies request. The Property Caretaker will prepare periodic reports necessitated by standards and will report them to the Accreditation Manager. The Caretaker is responsible for auctions, destroys, burns and conversions of unclaimed or found property according to Ohio Laws. The Property Caretaker will also perform functions in regards to internal audits as directed by the Administrative Commander or the Chief of Police, along with other duties and functions designated by the Chief of Police or supervisors.

Qualifications for this position including training in the preservation of evidence, and laws of evidence. The Property Caretaker should have training in management of a property facility and be familiar with requirements for evidence submission to state and federal labs.