



Clark County
EVIDENCE CUSTODIAN I/II

SALARY	\$21.69 - \$33.58 Hourly	LOCATION	Clark County - Las Vegas, NV
JOB TYPE	PERMANENT	JOB NUMBER	25871A
DEPARTMENT	District Court	OPENING DATE	07/18/2024
CLOSING DATE	7/25/2024 5:01 PM Pacific		

ABOUT THE POSITION

The Eighth Judicial District Court is looking for qualified candidates for the Evidence Custodian position. This position accepts, catalogs, stores, maintains chain of evidence and detailed records and files regarding and provides for the disposition of all evidence submitted to the District or Family Court.

THIS IS A DEPARTMENTAL RECRUITMENT OPPORTUNITY AND IS OPEN ONLY TO FULL-TIME PERMANENT EMPLOYEES OF EIGHTH JUDICIAL DISTRICT COURT WHO HAVE SUCCESSFULLY COMPLETED THEIR PROBATIONARY PERIOD.

CLASS CHARACTERISTICS:

Evidence Custodian I - is the entry level in this specialized court support series. Initially under close supervision, incumbents perform the more routine duties while learning County procedures and regulations regarding the safeguarding of evidence. This class is alternately staffed with Evidence Custodian II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency, which meet the qualifications for the higher level class.

Evidence Custodian II - is the experienced level in this series, fully competent to perform the full range of duties within specific procedural guidelines. Responsibilities may also include provision of work instruction and some direction to less experienced staff. This class is distinguished from other court support classes in that the duties specifically relate to the processing and storage of evidence before and after court action.

Evidence Custodian I - is a training underfill position, upon successful completion of the training program the successful candidate will be non-competitively promoted to Evidence Custodian II.

This examination will establish a Departmental Eligibility list to fill current and/or future vacancies that may occur within the next three (3) months at either level or may be extended as needed by Human Resources.

This position is non-union and is excluded from membership in the Union.

MINIMUM REQUIREMENTS

Education and Experience: Evidence Custodian I - Equivalent to graduation from high school AND three (3) years of full-time experience in general office support, storekeeping or law enforcement support work.

Evidence Custodian II - In addition to the above, one (1) year of receiving, storing and disposing of evidence in a law enforcement or court setting.

Qualifying education and experience must be clearly documented in the "Education" and "Work Experience" sections of the application. Do not substitute a resume for your application or write "see attached resume" on your application.

Background Investigation: Employment is contingent upon successful completion of a background investigation. Periodically after employment background investigations may be conducted.

EXAMPLES OF DUTIES

Accepts all evidence required for any type of case presentation; catalogs and repackages as required for safe storage. Maintains accurate records and files and chain of evidence documentation for all materials received; ensures that automated records of inventory and storage sites are current and accurate. Prepares orders of release and releases evidence as directed by District Attorney staff after completion of court activities; disposes of evidence in a proper manner if not being returned to designated owners. Testifies in court regarding evidence received and stored and validates custodial care. Provides factual information to representatives of governmental agencies, attorneys, individuals involved in court cases, representatives of the media and others regarding evidence procedures, search warrants, and grand jury indictments, in person and over the telephone. Provides a variety of office support the County Clerk's department and the District or Family Court as assigned. Prepares standard reports related to the work performed. Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team. May assist with the selection, instruction and direction of less experienced staff members. Uses a variety of standard office equipment, including a computer, in the course of the work.

PHYSICAL DEMANDS

Mobility to work in a typical office setting and use standard office equipment, strength to lift boxes of evidence weighing up to 50 pounds, vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Agency

Clark County

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Website

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