

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Senior Property Control Specialist		
<b>Job Code:</b>	CL5260	<b>Job Family:</b>	Clerical
<b>Pay Grade</b>	507	<b>Date Reviewed:</b>	07/09/15
<b>FLSA Status</b>	Nonexempt	<b>Date Revised:</b>	10/31/19

### GENERAL SUMMARY

Leads, oversees and participates in the more complex and difficult work of employees responsible for performing a variety of technical duties involved in maintaining the evidentiary chain of custody on criminal evidence and management of all impounded property. Performs a variety of technical tasks relative to assigned areas of responsibility.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Leads, plans, trains, reviews and evaluates the work of employees responsible for performing a variety of technical duties involved in maintaining custody of a wide variety of confiscated property, evidence, and vehicles.
2. Plans, directs and participates in receiving, storing, maintaining, releasing, and keeping records for all evidence and the property seized and secured by the City of Fort Worth.
3. Trains assigned employees in their areas of work and ensures the integrity of and the chain of custody of all seized property and evidence is maintained in accordance with state laws, City ordinances, and departmental policies and procedures.
4. Monitors and evaluates quality, responsiveness, efficiency and effectiveness of assigned city service programs, service delivery methods and procedures. Works with employees on the continuous improvement of city services.
5. When assigned to the Forensic Science Division, transports evidence between the Crime Laboratory, the Medical Examiner's Office, and other external laboratories. Testifies in court as needed.
6. When assigned to the Property Control Unit/Auto Pound, testifies on the disposition of evidence when necessary; returns property to owners as required, disposes of property in a prescribed manner.
7. Verifies the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications.
8. Collects, produces and maintains written documents; develops and reviews written reports and statistical data; maintains computer records on the disposition of evidence and other impounded property; sorts, separates, and arranges files and distributes incoming invoices and paperwork.

9. Counts and verifies all payments and fees received for auto pound activities including release of vehicles to owners or wreckers.
10. Determines final disposition of vehicles. Prepares appropriate paperwork for disposal. Removes property from storage location and prepares for auctioning of vehicle and property.
11. Prepares analytical and statistical reports on operations and activities.
12. Ensures adherence to safe work practices and procedures.
13. Estimates time, materials and equipment required for jobs assigned; requisition materials as required.
14. Inspects impounded property and tracks owner researching computer database for stolen vehicles.
15. Performs other related duties as required.
16. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures. Ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Operations, services and procedures of an evidence and property control program or an auto impound program.
  - Principles and procedures of auto impoundment.
  - Principles of lead supervision and training.
  - Principles and procedures of record keeping.
  - Principles of business letter writing and basic report preparation.
  - Modern office procedures, methods and computer equipment.
  - Federal, State and local laws, codes and regulations related to property and seizure.
  - Knowledge of the legal processes of auctions and destruction of confiscated property.
- **Skill in:**
  - Operating assigned equipment.
  - Planning and prioritizing.
  - Observation and decision-making.
  - Organization and time management.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Lead, organize and review the work of employees.
  - Independently perform auto impound or property control duties.
  - Interpret, explain and enforce department policies and procedures.
  - Inspect evidence or impounded vehicles for damages and identification number.
  - Count and verify all payments and fees received for auto pound activities
  - Work independently in the absence of supervision.
  - Understand and follow oral and written instructions.
  - Communicate clearly and concisely, both orally and in writing.
  - Establish and maintain effective working relationships .

## **MINIMUM JOB REQUIREMENTS**

High School diploma/GED and three years of increasingly responsible auto impound or property control experience.

## **OTHER REQUIREMENTS**

Valid Texas Driver's License.

## **WORKING CONDITIONS**

*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.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases and workspace restrictions.

## **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 individuals with disabilities to perform the essential functions.*

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.