

**TOWNSHIP OF OCEAN POLICE DEPARTMENT
HIRING ANNOUNCEMENT**



The Township of Ocean Police Department is accepting resumes for the position of Evidence Custodian.

JOB DESCRIPTION:

Under the supervision of a police department supervisor, the Evidence Custodian maintains, receives, inspects, documents, stores, and preserves all evidence collected by the Township of Ocean Police Department.

Note: The definitions and examples of work for this job title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

QUALIFICATIONS

1. Ability to read, write, speak, understand, or communicate in English sufficiently to perform duties of this position.
2. Ability to understand, remember and carry out oral and written directions.
3. Ability to learn assigned tasks readily and adhere to prescribed routines.
4. Ability to successfully pass a background investigation, including drug test.
5. Ability to establish and maintain effective working relationships with fellow employees and the public.
6. Knowledge of NCIC/ATS/ACS/CJIS, Promis Gavel and other state and federal computer data bases or the ability to learn these systems.
7. Knowledge of Computer Aided Records and Evidence Management system or ability to learn, after a period of training.
8. Knowledge of the Police Department's office methods, practices, routines, machines, equipment, computer operating system of the internal organization or the ability to learn, after a period of training.
9. Knowledge or experience in police investigations and knowledge of chain-of-custody procedures.
10. Ability to organize and coordinate work functions.
11. Required to possess a driver's license in New Jersey.

JOB FUNCTIONS AND DUTIES

1. Maintains, receives, inspects, documents, stores, and preserves all evidence or property.
2. Responsible for collecting, maintaining, documentation, storage and proper disposition of lost and found property.
3. Maintain written records that reflect the chain of possession of the evidence/property during the time the evidence/property is taken into custody of the police department.
4. Maintain property and evidence under conditions that prevent loss or tampering
5. Research and confirm case status, file requests, arranges for and prepares for accurate timely release and destruction of evidence.
6. Responsible for transportation of evidence to State and County crime labs
7. Maintains and prepares transfer of evidence reports, destruction requests and monthly reports to the Chief of Police.

*Appointees must successfully complete a background investigation including credit history and pre-employment drug test.

Interested candidates should send their resume to the Office of Chief of Police, 399 Monmouth Road, Oakhurst, NJ 07755 or via email at jobs@oceantwp.org, no later than **4:30 pm, Monday, December 30, 2013.**

The Township of Ocean is an Equal Opportunity Employer