

SELMA POLICE DEPARTMENT  
9375 Corporate Drive Selma, TX 78154

JOB TITLE: Evidence-Property Custodian/Administrative Assistant

COMPENSATION/BENEFITS: Starting pay between \$40,000-\$44,000 (annually) depending on experience; Medical/Dental/Vision/Long Term Disability/TMRS Retirement; Paid Vacation and Uniform Allowance after 1 Year.

JOB DESCRIPTION:

Primary Duties: Responsible for receiving, processing, securing and maintaining accurate records of criminal evidence and unclaimed property; including contraband, drugs, videos, found and safekeeping property and other items. Also, responsible for coordinating and managing vehicle and property auctions.

Additional Duties: Responsible for records retention, open records, assisting public, phone calls, background checks and general office duties.

JOB REQUIREMENTS:

- High School diploma or GED.
- Possession of a valid driver's license issued by the State of Texas.
- Sufficient experience to understand the basic principles relevant to the major duties of the position.
- Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
- Skill in organizing and decision making
- Skill in maintaining records and preparing reports.
- Skill in oral and written communication.
- Knowledge in Microsoft Office

The following are preferred but not required:

- Knowledge of techniques and methods for processing maintaining records of physical evidence.
- Knowledge of federal, state and local laws, county ordinances, criminal and traffic laws.
- Skill in the use of modern office equipment and crime scene equipment to include computer, and police software, digital camera, fingerprint powders and brushes, metal detector, and evidence vacuum
- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.

**\*\*APPLICATIONS CAN BE OBTAINED AT SELMA CITY HALL 9375 CORPORATE DRIVE SELMA, TX 78154 AND WILL BE ACCEPTED UNTIL 5:00PM ON 04/29/2016\*\***

**\*\*FOR MORE INFORMATION PLEASE CONTACT STEFANIE CASIAS (210) 651-78158 OR EMAIL: SCASIAS@CI.SELMA.TX.US\*\***