HAYS COUNTY JOB POSTING

Job Title: Evidence Specialist
Department Head: Hays County Sheriff
Salary Range Minimum: $2,634.28 Monthly
Job Number: 618-0626-0821
Date Open: August 10, 2021
Application Deadline: Until Filled

In order to be considered for this job a completed Hays County Sheriff’s Office Application form must be submitted to Hays County Sheriff’s Office

Find Hays County Employment Applications at:
• Hays County website – www.hayscountytx.com
• Pre-printed forms at the Hays County Sheriff’s office
• Request PDF forms from sandra.galvan@co.hays.tx.us via email

You may submit your application documents in any of the following ways:
• Hand-deliver to 810 S. Stagecoach Trail, San Marcos, TX  78666
• Fax:  512-393-7789
• Email: sandra.galvan@co.hays.tx.us

For more information about this job or the application process call 512-393-7788.

Education and/or Experience
• High School Diploma or GED
• Bachelor’s degree in a natural or forensic science, or related field preferred
• One (1) year in crime scene related activities preferred
• Two to three (2-3) years of work experience in a police evidence room or other law enforcement work preferred.

Other Qualifications, Certificates, Licenses, Registrations
• Current Class C Texas Driver’s License
• Occasionally lift and/or move up to 50 plus pounds
• Maneuver up and down a ladder and work in high spaces daily
• Ability to learn and operate heavy machinery such as a cherry picker
• Basic Knowledge of forensic analysis such as DNA and fingerprinting (preferred)

Responsibilities
• Prepare, collect, document, process, maintain and dispose of evidence in accordance with Texas Code of Criminal Procedure and/or ordered directive
• Prepare reports and other written documentation as needed
• Provide internal and external customer service
• Communicate and assist law enforcement officials and others regarding evidence status
• Testify in court as a witness as required
• Receives, collects evidence/property, maintain care, custody and control, and release or destroy evidence and any other stored property in accordance with established operating procedures (SOP)
• Develop evidence/property statistics and reports
• Research, locate, and return property to appropriate owner/custodian using established procedures
• Research, update, and modify law enforcement database information appropriately
• Collect, process, preserve, package, store, transport and dispose of hazardous material and bio-hazardous materials in accordance with established laws and SOP
• Transport evidence and property to authorized storage locations, laboratories, processing plants, and criminal court for trials while maintaining chain of custody
• Assume care, custody, and control of evidence/property in accordance with established rules of evidence and procedures
• Transport, arrange, coordinate, and facilitate the destruction and disposal of evidence/property in accordance with Texas Statutes
• Perform other duties as assigned

Summary
Under general supervision the Evidence Specialist supports the Sheriff’s Office by assisting in the evidence room with intake of evidence, evidence documentation, evidence transfers to laboratories, evidence pickups from outlying substations, and evidence dispositions.

Individuals in this position serve at the pleasure of the current elected official.

Hays County is an EEO employer. In compliance with the Americans with Disabilities Act, Hays County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

An offer of employment is contingent upon successful completion of background checks, including reference checks, criminal history, and driver’s license checks and driving history.