



CITY OF OKEECHOBEE

JOB DESCRIPTION

AN EQUAL OPPORTUNITY EMPLOYER

POSITION TITLE: CRIME SCENE TECHNICIAN/EVIDENCE CLERK

Department:	Police	Type:	Full-Time
Department Head:	Chief of Police	Salary Range:	\$50,194.35 - \$56,468.65, DOQ
Supervised by:	Police Major	Opening Date:	September 28, 2026
Supervision Duties:	Yes	Closing Date:	October 9, 2026, 4:30 P.M.
FLSA Status:	Non-Exempt	Union Status:	N/A

The job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job. The duties and 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 essential functions.

NATURE OF WORK

Under close to general supervision, collects and processes all physical evidence left at the crime scene. Ensures accurate handling, management, and storage of all evidence and property in accordance with the law, and performs related duties as assigned.

1. ESSENTIAL FUNCTIONS

- A. Receives, documents, stores, and ensures proper custody and control of physical evidence and property in the custody of the Police Department.
- B. Records entry, transfer, and disposal of all property and evidence in accordance with federal, state, and local laws.
- C. Evaluates evidence and assists in determining whether a crime has been committed.
- D. Documents all handling of evidence and property; generates computerized reports of movement and handling of department evidence.
- E. Stores department evidence, including seized or recovered property and found property.
- F. Submits evidence for testing to crime laboratories; distributes final reports from laboratories. Transport evidence to processing facilities and turn over to proper authority using the appropriate evidence change of custody procedures.
- G. Research case dispositions for disposal of evidence.
- H. Delivers evidence to court per requests of the State's Attorney's Office.
- I. Conducts regular inventory of evidence room and property.
- J. Investigates crime scenes and collects and identifies physical evidence left at the crime scene.
- K. Photographs and develops sketches of crime scenes.
- L. Documents evidence, writes crime scene reports, maintains computer files on evidence.
- M. Preserves, packages, and transports physical evidence to the evidence room.
- N. Examines latent fingerprints; classifies and files fingerprints.
- O. Provides witness testimony for the State Attorney or the Public Defender in court.
- P. Inspects, maintains, and stocks Police Department equipment and supplies used for crime scene processing.
- Q. Maintains property room(s) and arranges the storage and return of evidence and/or recovered, stolen, found, or abandoned property.
- R. Coordinates the proper release of evidence and property to rightful owners where appropriate.
- S. Prepares non-returnable items for disposal in a manner prescribed by department policies and procedures, court orders, federal laws and state statutes.
- T. Assists Records Clerk in processing public records requests according to state statutes.
- U. Performs related work as assigned.

2. QUALIFICATIONS

A. Knowledge of:

- 1) All federal, state, and local laws related to the entry, storage, transfer and disposal of evidence and property.
- 2) Forensics and the collection and processing of evidence.
- 3) Crime scene reconstruction techniques.
- 4) Technology of fingerprint collection, recording latent prints, and classification of fingerprints.
- 5) Photography.
- 6) Principals, practices, and methods of office procedures.
- 7) Modern office systems and technology including a personal computer, Windows 11, Microsoft Office with proficient knowledge of Word, Excel, PowerPoint, and Outlook. Operating multi-line telephone systems and other various office equipment.
- 8) Business letter writing, email communications, and report preparations.
- 9) English usage, spelling, grammar, punctuation, and arithmetic concepts.
- 10) Advanced principles and procedures of record keeping and filing both hard and electronic copies.

B. Ability to:

- 1) Package and organize numerous items of evidence in an orderly fashion for their efficient storage and retrieval.
- 2) Maintain accurate evidence records and generate periodic reports.
- 3) Touch type accurately and efficiently.
- 4) Perform a variety of specialized clerical office support work involving the use of independent judgement and personal initiative.
- 5) Spell and use correct grammar.
- 6) Multi-task in high stress and normal situations and organize all duties assigned.
- 7) Establish and maintain cooperative working relationships with those contacted in the course of work, such as co-workers, department heads, elected officials, other governmental agencies, and the public, some of whom may be irate and unreasonable.
- 8) Communicate effectively, orally and in writing with the public, elected officials, department heads, other employees of the City, and employees of other governmental agencies.
- 6) Work independently and perform job responsibilities in a timely manner to meet scheduled deadlines.
- 7) Correctly interpret, apply, and make decisions in accordance with departmental policies and procedures.
- 8) Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- 9) Display total discretion when dealing with subjects of confidential nature, always maintaining the City's best interest.
- 10) Remain in control emotionally during stressful situations at the crime scene.
- 11) Represent the City at public special events and projects such as career fairs, etc., which may require outside office hours.
- 12) Attend educational conferences, seminars, and workshops; obtain and maintain Certifications as required.

3. MINIMUM REQUIREMENTS

A. Education and Experience:

- 1) High school diploma or equivalent.

B. Licenses, Certificates, Additional Requirements:

- 1) Must be able to type at least 30 wpm.
- 2) Ability to obtain Florida Department of Law Enforcement FCIC/NCIC Full Access Certification.
- 3) Ability to obtain CPR certification.
- 4) Must be at least 18 years of age.
- 5) United States Citizen or a resident alien of the State of Florida.
- 6) Valid Florida Driver's License (3-year clean driving record and maintained after employment).

- 7) Must have, and maintain after employment, an active account with a financial institution for required participation in payroll direct deposit.
- 8) Pass pre-employment substance screening and complete physical upon being offered employment.
- 9) Pass background investigation and reference check, including a nationwide fingerprint check.

4. TOOLS AND EQUIPMENT USED

Personal computer, including word processing and accounting spreadsheet software, multi-line telephone system, fax machines, 10-key calculator, printers, scanners, copy machines, miscellaneous office equipment and accessories customarily used in an office environment.

5. 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 accommodation may be made to enable individuals with disabilities to perform the essential functions. Work requires both forensic field work and office work. Hand-eye coordination is necessary to operate computers and office equipment. The employee is regularly required to sit, walk, talk, or hear. The employee is required to use hands to finger, handle, feel or operate objects or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl, and smell. Requires sitting for long periods, using telephones, and computers. As a result, employees can experience significant eyestrain and back discomfort.

Must have sufficient physical strength and ability to lift, move, and carry objects weighing up to 30 pounds and to repeatedly lift, move and carry objects weighing more than 30 pounds with assistance independently and repeatedly. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Required to drive City vehicles while on City time to make deliveries, collect evidence, and attend training and/or education classes.

The employee routinely encounters both safety and health hazards and occasionally is subjected to bodily harm with the possibility of loss of life. Subject to emergency callouts and occasionally extended tours of duty. May be required to testify in court during off duty time. Must be able to withstand obnoxious odors and view heinous crime and accident scenes.

6. WORK ENVIRONMENT

This job consists of work situations that are of a repetitive and non-repetitive nature. Many complex decisions are based on concrete and abstract variables requiring accuracy. The employee must have the ability to report for work on time and be able to work extended hours when required by supervisors, including holidays, evenings, weekends, or any other period not included in the employee's regular shift schedule. The noise level in the work environment is usually quiet to moderate. There may be distracting background noise from multiple phones ringing and conversations.

7. WORK LOCATION AND HOURS

Okeechobee Police Department, 50 Southeast 2nd Avenue.

40-hours per designated work week (Saturday through Friday); regular office hours are Monday through Friday 8:00 a.m. to 4:30 p.m., two 15-minute breaks and a 30-minute unpaid lunch break. Due to the essential functions, this position may be on-call and require hours outside of the regular schedule.

8. ADDITIONAL INFORMATION

A. Evaluation Period: Successful candidates will be on a probationary period for 6 months (or more) to allow a period for an evaluation of ability, work habits and conduct. The Department Head has the authority to dismiss the new employee without notice and without cause being given. *Employees are not authorized to use accrued annual leave hours while on new hire probation.

B. Drug Testing Policy: The City is committed to providing a safe work environment for all of its employees. The abuse

of alcohol and drugs is a national problem which impairs the safety and health of employees and the public, promotes crime, and harms the entire community. To maintain the highest standards of morale, productivity, and safety, the City has instituted a drug and alcohol-free workplace program.

- C. E-Verify:** To comply with Federal and State law, the City participates in E-Verify. All newly hired employees are queried through this electron system established by the Department of Homeland Security and the Social Security Administration to verify their identity and employment eligibility. Any employment offer is contingent upon compliance with Form I-9 completion timelines and confirmation of employment authorization by E-Verify.
- D. Benefits:** In addition to competitive salaries and the opportunity for continuing professional development, the City offers an excellent benefits package. Our employees enjoy the many benefits of living in South Florida with its wonderful subtropical climate, exceptional year-round recreational opportunities, and the following benefits:
- Health Insurance, City currently pays coverage for employees and contributes toward family/spouse premiums.
 - Group Life and Disability Insurance, City pays coverage for employees. Additional policies can be added at group rates by the employee.
 - Additional variety of insurances may be obtained at group rates by the employee through payroll deduction, for example: legal, cancer, long term illness, dental, and vision.
 - Job Connected Injury Benefits.
 - Paid Leave Benefits*, accruing 96.0 hours annual leave and 96.0 hours sick leave per year, plus other types.
 - 12 Paid Holidays.
 - Available Credit Union membership.
 - Defined Member Benefit Pension Plan, contributions by the City and employee.
 - 457 Deferred Plan, employee contribution.
 - Direct Deposit Bi-weekly Payroll, mandatory participation required.
- E. Veterans' Preference:** Former military personnel, or their spouse, that have been verified as a "Veteran" under Florida Administrative Code Rule 55A-7.009 will receive an interview if they meet the minimum competency factors of the position. The Veterans' preference laws do not guarantee the Veteran a job. Positions are filled with the best qualified candidate as determined by the hiring Department Head.

CONTACT: *Heather Prince, Human Resources Generalist*
55 Southeast 3rd Avenue, Public Safety Building
Okeechobee, Florida 34974
 ☎ 863.763.9796 📧 humanresources@cityofokeechobee.com 🖨 863.763.1686