



# Job Description Form

**Job Title: Victim Services Coordinator/Property and Evidence Technician**

P. O. Box 239  
Lockhart, TX 78644

**Date: March 1, 2018**  
**Pay Range: \$15.73 - \$20.08 - \$24.43 Hrly**  
**Pay Grade: ( 28 ) Non-Exempt**

## Brief Description of the Job:

Plan, coordinate and manage the daily operations of the Lockhart Police Department Victim's Assistance Team; provide professional crisis intervention, short-term counseling, and referrals to crime victims; conducts a variety of administrative duties; training and information on victim related issues; networks and maintain partnerships with community resources; supervise and coordinate the activities of the Victim Assistance Team members.

Manage and maintain evidence and property in the custody of the police department, including transporting evidence to crime labs, identifying property to be returned to owners or disposed of and to maintain various types of evidence records and perform other duties related to the Evidence and Property Inventory to the police department.

Participates in maintaining the Police Departments records and files to include the preparations of case reports related to the Criminal Investigation Division; perform and maintain operations and records related to Sex Offender Registrations.

Essential Functions-Listed in descending order of frequency; in the Strength Code S= Sedentary,L=Light, M=Medium, H=Heavy; For Physical Demand Code See Below:	% of Time	Strength	Physical Demand Code
<b>Essential Functions</b>			
1. Evaluate the needs of victims of crime and others affected by crimes; coordinate access to public and private resources to aid victims of crime; provide assistance to victims in seeking support through the crime victim assistance program of the State of Texas; may conduct interviews in hospitals, crime scenes, homes, offices and other places where victims may be located.	15	M	A, B, C, D, E, F, G, H, I, J K, L, M, N, O, P, Q, R, S
2. Identify situations within the community which demonstrate potential for continuing or future victimization; coordinate the organization and efforts of lay citizens and professionals to relieve aggravating situations.	15	L	A, B, C, D, E, F, G, H, I, J K, L, M, N, O, P, Q, R, S
3. Train citizen volunteers to work as victim advocates and mediators; train peace officers to identify situations which represent victimizations and to apply a variety of techniques and resources to their relief.	15	L	A, B, C, D, E, F, G, H, I, J K, L, M, N, O, P, Q, R, S
4. Communicate and coordinate the work of public and private resources and agencies as their work applies to the assistance to victims of crime; work as a member of a team with volunteers and representatives of agencies.	15	L	A, B, C, D, E, F, G, H, I, J K, L, M, N, O, P, Q, R, S
5. File, track and maintain custody and control of evidence and property. Assist in the organizing, storing and processing of evidence and property in the department's Property Room. Research and identify evidence and property ready for return to owners. Coordinate and facilitate the delivery and return of evidence with the state crime lab. Obtain court documents and orders related to the disposal and destruction of property.	15	M	A, B, C, D, E, F, G, H, I, J K, L, M, N, O, P, Q, R, S
6. Assist in the preparation of files and records to be filed or prepared for referral to prosecuting agencies, including the creating of records, files or data disks related to defendant files. Preparing copies of reports for release to other law enforcement agencies.	10	L	A, B, C, D, E, F, G, H, I, J K, L, M, N, O, P, Q, R, S

7. Maintain Sex Offender Registration files. Obtain current registration information from registrants, prepare and update forms and documentation pertaining the registration and/or updates of sex offenders.	5	L	A, B, C, D, E, F, G, H, I, J K, L, M, N, O, P, Q, R, S
8. Travel to other cities to work with law enforcement agencies and victim advocate organizations.	5	L	A, B, C, D, E, F, G, H, I, J K, L, M, N, O, P, Q, R, S, T
9. OTHER MISCELLANEOUS DUTIES, including but not limited to: - Give speeches or information at neighborhood watch meetings, schools, or other civic functions. - Prepare reports; take statements and affidavits; testify in court. - Assist in the preparation of police department payroll - Attend staff meetings.	5	M	A, B, C, D, E, F, G, H, I, J K, L, M, N, O, P, Q, R, S
	100		
A. STANDING      G. REACHING      J. KNEELING M. BENDING P. BALANCING S. TALKING B. SITTING      H. HANDLING      K. CROUCHING N. TWISTING Q. VISION      T. FOOT CONTROLS C. WALKING      I. FINE DEXTERITY      L. CRAWLING O. CLIMBING R. HEARING U. OTHER: _____			

## PHYSICAL DEMANDS

### OVERALL STRENGTH DEMANDS:

SEDENTARY \_\_\_\_\_ LIGHT \_\_\_\_\_ MEDIUM   X   HEAVY \_\_\_\_\_ Very Heavy \_\_\_\_\_

For each physical demand code listed on Page 1, C=Continuously, F=Frequently, O=Occasionally, and R=Rarely

A. STANDING	<u>  F  </u>	G. REACHING	<u>  C  </u>	M. BENDING	<u>  O  </u>	S. TALKING	<u>  C  </u>
B. SITTING	<u>  C  </u>	H. HANDLING	<u>  C  </u>	N. TWISTING	<u>  O  </u>	T. FOOT CONTROLS	<u>  R  </u>
C. WALKING	<u>  F  </u>	I. FINE DEXTERITY	<u>  C  </u>	O. CLIMBING	<u>  R  </u>	U. OTHER: _____	_____
D. LIFTING up to 35#	<u>  F  </u>	J. KNEELING	<u>  O  </u>	P. BALANCING	<u>  R  </u>		
E. CARRYING	<u>  F  </u>	K. CROUCHING	<u>  R  </u>	Q. VISION	<u>  C  </u>		
F. PUSH/PULL	<u>  O  </u>	L. CRAWLING	<u>  R  </u>	R. HEARING	<u>  C  </u>		

THIS IS A DESCRIPTION OF THE WAY THIS JOB IS CURRENTLY PERFORMED; IT DOES NOT ADDRESS THE POTENTIAL FOR ACCOMMODATION.

Physical Demand	Description
Standing/Walking	Primarily concrete and tile floors. Occasionally other surfaces such as lawns and paved driveways and roadways. Rarely stairs.
Sitting	At desk for extended periods. Operating a vehicle. At meetings, seminars, events, etc...
Fine Dexterity	Office equipment such as computer keyboard and mouse, Telephone, Copier, etc...
Lifting/Carrying up to 35#	File folders and boxes of files or evidence and various papers
Push/Pull/Reaching/Handling Kneeling/Crouching Crawling/Bending/Twisting	Moving and sorting of file boxes of documents and case files; items and boxes of evidence and property; filing cabinets and drawers
Climbing	Use of stool or small ladder for moving of items and boxes on shelves, stairs
Vision/Hearing/Talking	For all paperwork, various office equipment. Operating a vehicle. Reading and discussing reports. Communicating with co-workers and the public.

Foot Controls

Operating a vehicle

## **PHYSICAL DEMANDS**

### **MACHINES, TOOLS, EQUIPMENT AND WORK AIDES**

Drive vehicles; Ability to operate standard office equipment and machines to include, but not limited to: telephones; radios, computers; scanner; printers; calculator; copier; fax; laptop; binder; TV/video, stapler, staple puller, shredder, hole punch and other equipment necessary to complete the duties as prescribed and determined to meet the public safety goals of the City.

### **ENVIRONMENTAL FACTORS**

Mostly inside with controlled environment. Outside as necessary for duties.

### **PROTECTIVE EQUIPMENT**

N / A

### **NON-PHYSICAL DEMANDS**

Frequency Codes: F= Frequent O= Occasionally R= Rarely

Time Pressures	<u>F</u>	Emergency Situations	<u>O</u>
Noisy/Distracting Environment	<u>F</u>	Tedious Exacting Work	<u>F</u>
Performing Multiple Tasks Simultane	<u>F</u>	Working Closely with Others as part of a Team	<u>F</u>
Danger/Physical Abuse	<u>R</u>	Irregular Schedule/Overtime	<u>O</u>
Frequent Change of Tasks	<u>F</u>	Other (Description Below:)	<u>    </u>

## **JOB REQUIREMENTS**

### **FORMAL EDUCATION**

High School diploma or GED and some college preferred

### **EXPERIENCE**

Preferred five years experience in Victim Services Field. Preferred five years experience as administrative assistant or senior manager.

### **OTHER REQUIREMENTS**

Must be reliable oriented and self motivated; solve problems creatively; enjoy a fast work pace and be able to work independently with minimal supervision. Must be computer literate. Punctuality, self-motivation with attention to detail is required. Position involves handling highly confidential information and materials. Ability to maintain confidentiality is essential. Must agree to and be able to pass comprehensive background investigation and fingerprint check. Must maintain a valid Texas Driver's License and an acceptable driving record throughout employment. Must have the ability to report to work on time and remain on duty for the duration of the workday. Available for overtime and call-in as needed, including the possibility of after normal work hours. Maintain a large selection of confidential files and materials. Ability to pass pre-employment physical/health screening.

### **READING:**

Must be able to read with a high level of comprehension, reads and interprets difficult source documents, rules, regulations, codes, mail announcements, policies, and computer screen.

**WRITING:**

Must be able to compose correspondence and generate documents.

**MATH:**

Must be able to perform all basic math functions required.

**COMPUTER/TYPING:**

Ability to type 40 or more words per minute. Knowledgeable in Microsoft Office (Word, Excel, PowerPoint, Publisher).

**REASONING:**

Must choose priorities based on acceptable timelines for accomplishment with consideration given to customer's needs.

**INTERPERSONAL:**

Customer service skills must be above normal. Deals with citizens, business owners, and other law enforcement businesses, organizations, State Agencies and the public.

**SIGNATURES - REVIEW AND COMMENT**

I have reviewed this job analysis and its attachments and find it to be a fair description of the demands of the job.

\_\_\_\_\_  
Employee/Applicant - Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor- Print Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_  
\_\_\_\_\_