Champaign County Job Description

Job Title: Evidence/Property Officer
Department: Sheriff
Reports To: Supervisor
FLSA Status: Non-exempt
Employment Status: Bargaining Unit -AFSCME General Unit
Prepared Date: July 14, 2025

SUMMARY Responsible for receiving, cataloging, processing, securing and maintaining accurate records of criminal evidence and unclaimed property including contraband, drugs, video tapes and seized property; responsible for maintaining order of evidence room, impound lot and crime lab.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Receives, processes, accounts for and securely stores evidence collected by Sheriff's Deputies and Correctional Officers, using a computer to do so.

Maintains accurate records and documentation of all evidence and property, ensuring proper chain of custody.

Prepare evidence for court presentations, including creating detailed reports and providing testimony as needed.

Conducts regular audits and inventories of evidence and property storage areas.

Assists in the disposal or return of evidence and property as directed by court orders or departmental policies.

Operate and maintain evidence management software and databases.

Transports or mails and receives evidence and reports to/from State, Federal and other designated crime labs.

Receives and processes lost or found property from Deputies and the public. Transports inter-office mail between County facilities.

Fingerprinting of individuals.

Assists with the pickup/relocation of fleet vehicles as needed.

SUPERVISORY RESPONSIBILITIES This job does not exercise supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE High school diploma or general education degree (GED); or equivalent combination of education and experience. Previous experience in law enforcement, evidence handling, or a related field is highly desirable. Proficiency with computer systems and evidence management software. Knowledge of local, state, and federal laws and regulations related to evidence handling. Must have ability to catalog, file and maintain inventory of evidence. Completion of three (3) day Evidence Handling Course necessary.

LANGUAGE SKILLS Ability to read and comprehend simple instructions, short correspondence, memos and to use good English and spelling. Ability to write simple correspondence. Ability to effectively present information to co-workers, correctional center residents and the general public.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.

REASONING ABILITY Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving several variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS Must have valid Illinois driver's license.

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. While performing the responsibilities of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl; and talk; or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Usually, normal office conditions. The noise level in the work environment is usually quiet. May require occasional travel to court or other locations.

Note: This job description contains wording of a general class of positions within the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered to be "essential functions" to a particular job or position within this job class. "Essential functions" are to be determined at the position or job level within each department.