

# COURT EVIDENCE SPECIALIST

Job Code	Pay Grade
18752	CL10

## Nature of Work

This is independent work requiring specialized knowledge in securing and monitoring all evidence held in the court system. An employee in this class secures, monitors, and provides custody of all felony, misdemeanor and juvenile evidence held in the court system. Significant independent judgment is required interpreting policies and procedures governing destruction/disposal processes governed by the Florida Statutes, judicial orders, and office procedures.

## Minimum Qualification Requirements

- 3 years legal, law enforcement, governmental or public agency court-related technical tasks that include 1 year experience directly related to administration and custody for court related evidence, records, information, and material storage; or
- Associate's degree or 2 year vocational or technical school in a related field and 1 year experience as described above; or
- An equivalent combination of education, training, and/or experience.

## Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Secures, monitors, and provides custody of all evidence held in court.
- Receives, logs, stores and inventories exhibits submitted as evidence in civil, felony and misdemeanor trials; prepares items for destruction in accordance with statutes and local regulations.
- Enters all evidence into computerized tracking system.
- Retrieves evidence for court personnel, attorneys, the press, or public.
- Returns evidence to departments, victims, or police agencies.
- Prepares for destruction, sale or return of evidence as mandated by Florida Statutes, court orders, and office procedures.
- Orders and stores daily supplies.
- Performs related work as assigned or required.

## Knowledge, Skills, and Abilities

- Knowledge of business English, spelling and arithmetic.
- Knowledge of the laws, rules and regulations governing destruction, sale, and return of evidence.
- Skill in data entry.
- Skill in the operation and usage of CRT and other related equipment.
- Ability to make decisions in accordance with laws and regulations and apply these to work problems.
- Ability to work independently.
- Ability to provide information correctly and concisely, both orally and in writing.

For official use only

Revised	EEOC Code	Overtime Code
11/15	Para-Professionals	Classified