



OKLAHOMA BUREAU OF NARCOTICS AND DANGEROUS DRUGS CONTROL

VACANCY ANNOUNCEMENT UNCLASSIFIED PART TIME -TEMP POSITION

Opening Date: September 15, 2011

Closing Date: September 22, 2011

Job Family / Code: Temporary Physical Evidence Technician
Alternate Hire / Code:
Position Numbers: 47700141
Announcement Number: 11-11
Salary : \$12.30 per hour (not to exceed 999 hours in a 12 month period)

Number of Vacancies: 1
Work Locations: OBN Headquarters, OKC
Division: Property Division

Application Filing Procedures: Please submit to Human Resources on or before the closing date a:

- Cover letter that includes the title of the position, announcement number, and daytime telephone number.
- Resume.

Requirements: Non-OBN applicants must pass a background investigation, and polygraph examination.

BASIC PURPOSE:

Positions within this job family are responsible for the receipt, documentation, storage, integrity, management, routing and disposition of all types of physical evidence from criminal investigations submitted to a forensic laboratory for scientific analysis.

TYPICAL FUNCTIONS:

The functions within this job family will vary by level, but may include the following:

- Receive criminal case physical evidence examining it for proper seal, packaging, and labeling and checking for completeness of forms; logs evidence into case management system using necessary data input codes and other information; routes evidence to proper units; logs evidence in and out of the property rooms, maintaining the accountability of the evidence from initial receipt to final disposition with complete written and electronic documentation; prepares receipts and pulls evidence to be released to submitting agencies.
- Maintains custody of criminal evidence in an orderly, safe and secure manner, meeting laboratory policy and safety guidelines.
- Retrieves, documents and sorts evidence for destruction.
- Testifies in court as required regarding chain of custody of evidence.

- Compiles and types criminalist analytical reports from analyst's notes, drafts and submittal forms.
- Processes and logs subpoena for the analysts; identifies the laboratory case number and names of all analysts on a case; notifies law enforcement agencies by letter or phone when conflicts occur.
- Performs routine clerical work such as mail activities, typing letters and memos, photocopying, faxing, filing; maintain required paperwork and assist in special projects as assigned.
- Serves as receptionist or relief as required; answers phones, takes messages; receives and routes visitors and law enforcement officers.
- Prepares contraband for legal destruction.
- Receives, routes and secures for destruction surrendered out-of-date pharmaceuticals from health care facilities and pharmacies; verifies inventory counts for accuracy, completes and returns the inventory forms; maintains required logs and related documentation.
- Operates, maintains and cleans incinerators used for drug destruction.
- Drives vehicles and maintains motor pool to ensure routine maintenance checks are performed. Also must be able to drive, back up, and connect vehicles with trailers hitched.
- Transports evidence between OBN facilities; returns evidence by personal delivery to submitting law enforcement agencies.

Knowledge, Skills and Abilities required at this level include knowledge of routine record keeping; of proper English usage; of report writing; of proper inventory techniques and procedures; of proper office and telephone decorum. Ability to type accurately from plain copy at a rate of forty words per minute; to perform clerical office tasks in organizing files and; to handle and move physical items such as envelopes and boxes; to follow oral and written instructions; to handle confidential work with tact and discretion; and to establish and maintain working relationships with others.

Education and Experience requirements at this level consist of one year of clerical experience involving typing or keyboarding; or an equivalent combination of education and experience substituting the completion of thirty semester hours from an accredited college or university for the required experience.

Application materials must be received by 5 p.m. on the closing date. Send to: Human Resources
 • 440 N.E. 39th Street • Oklahoma City, OK 73105 • Phones: 405-521-2885 / 1-800-522-8031 • Fax:
 405-524-7619

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