



OKLAHOMA BUREAU OF NARCOTICS AND DANGEROUS DRUGS CONTROL

VACANCY ANNOUNCEMENT

UNCLASSIFIED FULL TIME POSITION

Opening Date: January 9, 2012

Closing Date: January 23, 2012

Job Family / Code: Physical Evidence Technician/8101

Position Numbers: 47700160
Announcement Number: 12-4
Salary : \$2,132.00
Number of Vacancies: 1
Work Locations: OBN Headquarters, OKC
Division: Property Division

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

- Cover letter identifying title of the position, announcement number and daytime contact information including email address
- Resume
- If currently a state employee, please provide current or most recent PMP evaluation.

Requirements:

Non-OBN applicants must pass a background investigation and a polygraph examination. A selected *classified* applicant must sign a letter of understanding that they are resigning the classified service to accept the position in the unclassified service. Candidates must possess a valid driver's license at the time of appointment. Subsequent to conditional offer of employment, a background investigation, polygraph and drug test must be successfully completed.

Education and Experience requirements at this level consist of one year of organizational experience involving related job experience; 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

An Equal Opportunity Employer

Physical Evidence Technician

MAJOR WORK DUTIES INCLUDE:

- 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 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 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 thirty 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.