

**The Orange County Sheriff's Office in Orlando, Florida invites applicants to apply for the position of Evidence Manager.**

Closing Date: Until Filled

**Job Summary:**

Oversees all Evidence functions and personnel.

Serves as the chief evidence custodian for the agency. Oversees the management, security, and operation of the evidence facility.

Supervises/manages Evidence Technicians and subordinate supervisors responsible for collection, preservation, documentation, examination, preparation and disposition of criminal evidence and found property to include but not limited to bio-hazardous evidence, firearms and narcotics that may have carcinogenic or health-damaging properties such as air/blood borne pathogens, bodily excretions, contagious diseases, such as HIV, Tuberculosis, MRSA, Hepatitis and molds in field, security vaults/lockers or warehouse environments as held by the Evidence Unit according to F.S.S. and agency regulations.

Interprets statutes and regulations to ensure proper procedures of operation are followed in the handling and disposing of evidence. Audits evidence as needed to ensure compliance with agency standards.

Creates reports and compiles statistical data for the agency, federal government, and outside sources such as the news media.

Responsible for budget input, operating funds, and petty cash funds; maintains related reports and records. Recommends and/or orders relevant supplies.

Provides standby for call-out situations such as large evidence seizures and evidence facility alarms.

Assigns Evidence staff to duties according to workload.

Testifies in court as needed.

Analyzes, resolves, or assists subordinates in resolving work problems.

**Qualifications:**

- At least 18 years of age.
- U.S. Citizen or possess a current permanent resident card.
- Must be able to comprehend and communicate fluently in English, both verbally and in writing.
- Associates Degree (A.A.) or equivalent from two (2) year college or technical school; and six (6) years of experience with sensitive and high liability items; or equivalent combination of education and experience. Two (2) of the six (6) years of experience with sensitive and high liability items must be supervisory experience. Experience with property and account software required.

- Must have a Florida Driver's License.
- Must attend and successfully complete the agency sponsored Law Enforcement Vehicle Operations (LEVO) Training, if assignment includes driving an agency vehicle. Use of an agency vehicle would require appropriate driving history and passing the agency's biennial driver's physical exam.
- Must have the ability to regularly drive a cargo van or commercial box truck with a lift.
- Must successfully complete forklift certification provided through the agency within one (1) year of employment.
- Ability to oversee the management, security, and operation of the evidence facility; serves as the chief evidence custodian for the agency. Must have excellent supervisory/management skills.
- Ability to supervise/manage Evidence Technicians and subordinates supervisors responsible for the collection, examination, preservation, documentation, preparation, and disposition of criminal evidence; prevalent exposure to bio-hazardous evidence and/or carcinogenic or health-damaging properties such as air/blood pathogens, bodily excretions, and contagious diseases (e.g.; HIV, Tuberculosis, MRSA, Hepatitis, and mold).
- Must have the ability to approve payroll, interview and train employees, appraise performance, reward and discipline employees, address complains, and resolve problems; plans, directs and assigns Evidence staff to duties according to workload.
- Ability to interpret statutes and regulations to ensure proper procedures of operation are followed in the handling and disposing of evidence; audits evidence as needed to ensure compliance with agency standards.
- Ability to utilize basic computer skills to include word processing, spreadsheet, and database applications; perform basic math and create graphs with comparison of numbers, volumes, and ratios relating to projecting workload, growth impacts, and storage volumes; maintains relevant training.
- Ability to create reports and compile statistical data for the agency, federal government, and outside sources such as the media; responsible for budget input, operating funds, petty cash funds, and supply orders; maintained related reports and records.
- Ability to demonstrate good communication skills and respond to questions and complaints from other managers, employees, outside organizations, and the general public.
- Ability to effectively manage time, multi-task, prioritize work assignments, and maintain organization.
- Ability to testify professionally and effectively in court proceedings and depositions.
- Ability to work irregular hours to include days, weeknights, holidays, and weekends; subject to callouts such as large evidence seizures and evidence facility alarms.
- Must possess above average interpersonal and interviewing skills with an ability to build working relationships to enhance team productivity.
- Must be able to read, analyze, and interpret state statutes, legal reports, or governmental regulations; write reports, correspondence, and procedure manuals.
- Ability to frequently sit, talk, and hear. Occasionally required to stand; walk; use hands to handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl.
- Ability to regularly lift and/or move 25-50 pounds and must occasionally lift and/or move more than 100 pounds.
- Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Please note: This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice, and additional duties may be assigned as needed.

**Preferred Qualifications:**

- Project Management experience.
- Law Enforcement Experience.

**Selection Process:**

- Review of Resume (2 pages) for minimum and preferred qualifications.
- If selected to continue, candidates will undergo a series of performance assessments and will be sequentially evaluated for continued consideration after each assessment:
  - a. Face-to-Face Interview
  - b. Work Sample Exercise
  - c. Transfer Review Board
- Hepatitis B shot and infectious disease training within ten (10) working days of being selected for the position
- Must successfully pass a physical exam.

**Salary Range:** \$63,356 - \$82,368/year based on experience

Please visit our website [www.ocso.com](http://www.ocso.com) and review the job requirements listed in the "Civilian Positions" section under "Careers". In order to be considered for this position, you **MUST** complete your online application on that website. This posting is for the Orange County Sheriff's Office located in Orlando, Florida.

**The Orange County Sheriff's Office is an Equal Opportunity Employer.**