

**Agency**

City of Hollywood, Florida

**Address**

2600 Hollywood Blvd. Room 206

Hollywood, Florida, 33328.

**Phone**

954-921-3216

**Website**

<http://www.hollywoodfl.org/>

**Property Clerk (part-time)**

Salary

\$36,333.00 - \$55,226.00 Annually

Location

FL, FL

Job Type

Part-time

Department

Police Department

Job Number

2018-063

Closing

2/19/2018 5:00 PM Eastern

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**The Position**

**\*\*\*THIS IS A PART-TIME POSITION WORKING AN AVERAGE OF THIRTY (30) HOURS PER WEEK\*\*\***

Receives, logs, inventories, controls, and distributes evidence, narcotics, monies, firearms and property. Duties include preparing and conducting auctions, testing and weighing narcotics, and destroying evidence pursuant to Florida Statutes. The employee also performs routine clerical work. The incumbent is required to perform duties with a high level of confidentiality. Work is reviewed through observation and written reports for adherence to established guidelines, policies, and procedures.

1. Sorts, files, transports, tags, stores, and inventories evidence, firearms, weapons, contraband, miscellaneous property and monies.
2. Processes and files incoming, returned, and outgoing property sheets; returns property to rightful owners.
3. Prepares and conducts auctions; files necessary documents.

4. Prepares and inventories accurate lists of guns, firearms, and narcotics to be destroyed and monies for deposit.
5. Responds to in-person and telephone inquiries; provides information; directs callers.
6. Enters and updates information in manual or computerized records and files.
7. Operates a computer, typewriter, photo copier, and calculator; uses various hand tools in the destruction of property; uses a ladder.
8. Researches, locates and gathers evidence for Police Department personnel.
9. Tests and weighs narcotics and contraband; receives and releases to/from Police Personnel.
10. Provides testimony in court.
11. Removes and destroys evidence and property from storage area that is of no auction value.
12. Effectively and positively represents the City in delivering and performing work with colleagues and clients, irrespective of gender, race, religion, age, disability, political affiliation or belief, or sexual orientation.
13. Establish and maintain effective and professional relationships with work colleagues, supervisors and managers.
14. Performs related work as required for this position description only.

## **The Requirements**

### **EDUCATION/EXPERIENCE:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Required:**

High School Diploma or GED, plus one (1) year of responsible clerical work preferably in Law Enforcement, or an equivalent combination of training and experience. Good computer skills required.

#### **Preferred:**

An Associate's degree, supplemented by two (2) years of experience in property management or a related field.

Additional education and experience or an equivalent combination of training and experience may be substituted for the above requirements.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Valid Driver's License: With proof of automobile insurance
- Background Check: Must have an acceptable background record
- Driving Abstract: Must have an acceptable driving record

**KNOWLEDGE, SKILLS, ABILITIES:**

- Knowledge of Florida Statutes pertaining to the confiscation, preservation, and destruction of evidence and property.
- Knowledge of inventory control procedures.
- Knowledge of modern office practices and procedures.
- Ability to maintain concise and accurate records.
- Ability to establish and maintain effective working relationships with superiors, Law Enforcement personnel, and the general public.
- Ability to communicate effectively orally and in writing.
- Ability to understand and follow instructions.
- Skill in the use of modern office equipment.
- Ability to establish and maintain effective and professional relationships with work colleagues, supervisors, managers and the public.

**The Examination**

**Required Education and Background Information:** Look over the announcement carefully to determine your eligibility. Please note minimum education and experience requirements. Closed competitive positions are open only to employees while open competitive positions are open to anyone who meets the minimum qualifications for the position. Evidence of GED test score is required if submitted for high school diploma. Applicants are responsible for clearly documenting work experience and/or providing all relevant information at the time of application. Additional information will not be accepted after the announcement closing date

**Examination:** Depending on the number of applicants and the quality of their education and experience, the examination may consist of one or more of the following tests: written examination, performance examination, education and experience evaluation, oral examination and/or other job related examinations.

You will be notified of the time and place of your examination when you file or later by mail. A passing grade is required on each part of the process. Repeated participation in any examination for which the same test is used is limited to once every 6 months. Your examination results will be sent by email as soon as possible after the grading is completed.

Final passing grades are used to determine a candidate's position on the eligibility list of successful candidates. Departments fill vacancies from this list. The top three names are considered for each vacancy unless otherwise modified. Those not appointed are returned to the eligibility list for further consideration in accordance with the Civil Service Ordinance. Your name will remain on a register for one year for open competitive examinations and two years for closed competitive except where labor contract conflicts.

Your name may be removed from an eligibility list prior to one year according to Hollywood's Civil Service Ordinance or labor contracts. Your eligibility may be cancelled if you refuse a position or if you are not available for work. You are responsible for notifying the Employment Office, in writing, of any change in your address or telephone number.

**Special Accommodation and Communication Needs:** The City of Hollywood provides necessary reasonable accommodation in the examination process upon request to persons with disabilities. Such requests must be made **PRIOR** to any scheduled examination.

**Veteran's Preference:** An eligible veteran who enters an open-competitive examination shall receive preference points added to the total passing score earned in the examination as provided for in the Florida Statutes. To obtain veteran's preference, candidates **MUST** submit a copy of separation papers (DD214) and meet eligibility requirements as stipulated by the Florida Statutes.

#### **Additional Information**

All successful applicants will be required to pass an extensive background which may include criminal history searches, driving history checks, credit report, courthouse searches, education verification, employment verification, professional license verification, or other search methods as deemed necessary for the position. In addition, the applicant will be required to undergo a medical examination, which may include a drug screening, prior to appointment.

**Employment of Relatives:** The City of Hollywood has an Ordinance which regulates the employment of relatives of City employees. Effective January 28, 2008, a relative may only be hired under the following additional conditions:

- The relative must have competed in an appropriate examination process as determined by Human Resources and be placed on a civil service eligibility list;
- The relative must be among the top three ranked candidates available on the certified eligibility list unless expanded by the Civil Service Board;
- The Department or Office Director and the Director, Human Resources must demonstrate that it is in the best interests of the City of Hollywood to hire the relative of a public officer or employee.

As of 12/15/2005 the City will require all newly hired employees to sign an affidavit affirming non-usage of tobacco or tobacco products within the last year prior to submission of application and will continue to be a non-user of tobacco products throughout employment with the City of Hollywood.

**REASONABLE ACCOMMODATION:** The Employment Office will make reasonable efforts in the examination and workplace to accommodate persons with disabilities. Please advise Human Resources of special needs by calling (954) 921-3216.

**The City of Hollywood is an Equal Opportunity / Equal Access Employer.**  
**SUMMARY OF BENEFITS FOR PART-TIME EMPLOYEES**

**i. Regularly scheduled non-seasonal part-time employees who average at least thirty (30) hours or more of work per week shall be eligible for the following benefits:**

- Eight (8) of the following paid Holidays and the Employee's Birthday:

New Year's Day	Labor Day	Christmas Eve
Martin Luther King's Birthday	Veteran's Day	Christmas Day
President's Day	Thanksgiving Day	New Year's Eve
Memorial Day	Day after Thanksgiving	Independence Day

Holidays are accrued from October 1 through September 30 and do not carry over. The hours paid to the employee for the selected holiday will be based on the daily average hours worked in the pay period immediately prior to the holiday used. Paid holidays are selected by the employee and approved by the employee's supervisor. Employee's birthday is a use it or lose it floating holiday.

- Three quarters (75%) of a full-time employee's vacation leave accruals. The hours paid to the employee for the selected vacation days will be based on the daily average hours worked in the pay period immediately prior to the vacation used.
- Six hours (6) per month in sick leave accruals. The hours paid to the employee will be the number of hours that the part-time employee was scheduled to work on the date they called in sick.
- Bereavement leave equivalent to a full-time employee. The hours paid to the employee for the bereavement leave will be based on the daily average hours worked in the pay period immediately prior to the bereavement used.
- A (non-matching) City contribution to a Nationwide deferred comp 457 plan in the amount of \$1000.00 to be paid annually on the employee's anniversary date of hire. (Employee must enroll in a 457 to receive).
- Employees shall be provided with coverage in the City's health insurance plan at a biweekly cost of \$98.75 for employee coverage, \$218.30 for employee plus one (1) dependent and \$421.01 for employee plus two (2) or more dependents for the OAP Plan. For the alternate in-network only (OAPIN) Plan, the biweekly cost is \$63.38 for employee coverage, \$36.59 for employee plus one (1) dependent and \$72.89 for employee plus two (2) or more dependents.
- Employees shall have the option to purchase vision coverage through payroll deductions. Three plans are offered.
- Employees will receive from the City a "use it or lose it" Health Reimbursement Account annually. The amount to the employee is determined by the employee's medical enrollment status or if no coverage is elected then it will default to the lowest level. The level of the City contribution will be reevaluated once a year. The levels are: Single or no coverage = \$300; Employee

plus one = \$400; and Employee plus two or more = \$700. In addition, the employee may establish and contribute to a Flexible Spending Account.

**i. Regularly scheduled non-seasonal part-time employees who average more than 15 hours per week but less than thirty (30) hours of work per week shall be eligible for the following benefits:**

- Five (5) of the following paid Holidays and the Employee's Birthday:

Martin Luther King's Birthday	Veteran's Day	Christmas Day
President's Day	Thanksgiving Day	New Year's Eve
Memorial Day	Day after Thanksgiving	Independence Day

Holidays accrued from October 1 through September 30 and do not carry over. The hours paid to the employee for the selected holiday will be based on the daily average hours worked in the pay period immediately prior to the holiday used. Paid holidays are selected by the employee and approved by the employee's supervisor. Employee's birthday is a use it or lose it floating holiday.

- One half (50%) of a full-time employee's vacation leave accruals. The hours paid to the employee for the selected vacation days will be based on the daily average hours worked in the pay period immediately prior to the vacation used.
- Four (4) hours per month in sick leave accruals. The hours paid to the employee will be the number of hours that the part-time employee was scheduled to work on the date they called in sick.
- Bereavement leave equivalent to a full-time employee. The hours paid to the employee for the bereavement leave will be based on the daily average hours worked in the pay period immediately prior to the bereavement used.
- A (non-matching) City contribution to a Nationwide deferred comp 457 plan in the amount of \$1000.00 to be paid annually on the employee's anniversary date of hire. (Employee must enroll in a 457 to receive).
- All part-time employees may enter into a Deferred Compensation Program through payroll deduction.
- All part-time employees have the option of joining the Sun Credit Union.
- All part-time employees have the option of participating in payroll Direct Deposit.

- All part-time employees are eligible to participate in the City's Work/Life Assistance Program offering a wide range of services and support.

IMPORTANT NOTICE – This document 'BENEFITS SUMMARY' is intended only as a summary of some of the benefits employees may be entitled to as an employee of the City of Hollywood. This is NOT a legal document, does NOT represent any guarantees, and is subject to change at any time. Continued eligibility for part-time benefits is reviewed periodically in accordance with applicable City Administrative policies and bargaining unit contracts.

01

Which best describes your level of education?

- High School Diploma/GED
- Some College
- Associate's Degree
- Bachelor's Degree
- Master's Degree
- Doctoral Degree

02

How many years of experience do you possess in general clerical or property/evidence room work?

- 0 to less than 1 year
- 1 - 2 years
- 2 - 4 years
- 4 - 7 years
- 7 - 10 years
- 10+ years

03

This current vacancy is for a part-time Property Clerk in the Police Department. By selecting "Yes", you understand your application is being submitted for PART-TIME employment for this position only.

- Yes
- No

Required Question

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