



## **Court Evidence Specialist**

**Category:** Classified  
**Pay Grade:** C16  
**Job Code:** 18752

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **JOB SUMMARY**

Performs independent work requiring specialized knowledge in securing and monitoring all evidence held in the court system; secures, monitors, and provides custody of all felony, misdemeanor, and juvenile evidence held in the court system.

### **ESSENTIAL JOB FUNCTIONS (examples, 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 and prepares items for destruction in accordance with statutes and local regulations;
- Makes tape copies or delivers tapes for copies for the press, public, or court personnel;
- Sits with the public, press, or court personnel to review evidence;
- 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;
- Prepares and processes orders resulting from simplified dissolution of marriage hearings;
- Assists judge and clerks at domestic violence injunction hearings;
- Picks up and delivers department mail to court clerks, supervisors, or management;
- Orders and stores daily supplies;
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

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

#### **Special Qualifications (May be required depending on area of assignment):**

- 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 knowledge, skills, abilities, and credentials required for a specific position.

**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 use small office equipment and computers;
- 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.

**PHYSICAL/MENTAL DEMANDS**

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Kneeling:** Bending legs at knee to come to a rest on knee or knees.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Pulling:** Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- **Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Visual ability:** sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- **Hearing ability:** sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- **Speaking ability:** sufficient to communicate effectively with other individuals in person and over a telephone.
- **Mental Acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Talking:** Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Repetitive Motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.
- **Standing:** Particularly for sustained periods of time.
- **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

**WORKING CONDITIONS**

Work is performed in a relatively safe, secure, and stable work environment.