

# Knox County Sheriff's Office Position Description

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## Property Officer

**Date of last revision:** July 2015

**Job Code:**

**Job Grade:** 1

**FLSA Status:** Non-exempt

**Division:** Corrections

**Reports to:** Corporal

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<input checked="" type="checkbox"/> <b>Civilian position</b>	<input type="checkbox"/> <b>Corrections position</b>	<input type="checkbox"/> <b>Law enforcement position</b>
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### Position Summary

The Property Officer has the primary responsibility for all activities regarding the inventory, storage, care, and release of all inmate property.

### Required Duties

The following are required duties of this position:

1. Inventory all property taken from inmates and produce a property receipt for said items. The property receipt must include, but is not limited to, the Inmates full name, identification number, storage container number and location.
2. Inventory all monies taken from inmates and produce a receipt, log amount taken on the proper log, complete all paperwork, obtain a supervisors signature when required per policy and drop in locked moneybox.
3. Properly search all inmate property before storing per policy.
4. Issue all county items i.e.; uniforms, shoes, bed linens, toiletries and etc. to inmates as required by policy and maintain proper documentation.
5. Maintain all logs and other documentation regarding inmate property as per policy.
6. Release all inmate property as required per policy and procedure.
7. Required to self-report any prior or future PREA misconduct involving sexual abuse/ sexual harassment. Failure to report or false reporting of PREA misconduct is grounds for immediate termination.
8. Meet PREA First Responder guidelines

### Education and Training Required

The following are the educational and/or training requirements for this position:

1. Must be able to read and comprehend English language directives, training materials, and other documentation.
2. High school diploma or equivalent required.
3. Must be able to demonstrate a basic knowledge in record keeping and basic inventory practices.

## **Experience Required**

The following experience is required for this position:

1. Inventory experience is preferred.

## **Knowledge, Skills and Abilities**

The following non-physical knowledge, skills and abilities are required for this position:

1. Ability to learn to operate various office equipment and computer equipment assigned to the work area.
2. Ability to critically evaluate information obtained from a number of sources.
3. Demonstrates ability to work with the public.
4. Ability to handle routine assignments with a minimum of supervision.

## **Physical Abilities**

The following physical ability(s) is/are required for this position:

1. Ability to lift items in excess of 50 lbs.
2. Must maintain the ability to work any hours, any shift and any days off during your career.

## **Position-Specific Responsibilities**

The following responsibilities are required for this position:

1. Executes other responsibilities as assigned by Sheriff, Chief Deputy, or supervisor.

## **Tools, Machinery and Equipment**

Ability to operate or use the following machinery and/or equipment is required for this position:

1. Multi-line telephone
2. Photocopier
3. Fax machine
4. Computer equipment

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