



COLUMBIA COUNTY SHERIFF'S OFFICE

OPEN POSITION ANNOUNCEMENT

The Columbia County Sheriff's Office is currently seeking interested and qualified candidates for the position described below. As a condition of employment, employees are required to participate in the payroll direct deposit program. A complete, detailed job description for this position is available at the Columbia County Sheriff's Office, Attention: Human Resources Division.

POSITION TITLE:	EVIDENCE CUSTODIAN – PART TIME
HOURS:	29 hour work week. Hours may vary depending on needs of the Agency and will be discussed during interview process.
PAY:	Bi-weekly pay period. \$15.00/hour
DESCRIPTION:	<p>This is a specialized position responsible for:</p> <ul style="list-style-type: none"> • Maintaining all records required for the proper storage and disposition of evidence and other property. • Prepare laboratory submission forms for specific examinations, and submit evidence to laboratory as required. • Release/return property to owners upon receipt of proper authorization for release. • Ensure that the security and integrity of all evidence is maintained at all times, and that the proper chain of custody is adhered to. • Testify in court, give depositions as required. • Perform any additional duties that may be required by the Sheriff or through necessity of situations.
REQUIREMENTS:	<ul style="list-style-type: none"> • Graduation from high school or possession of a GED Certificate • Possession of a valid Florida driver's license at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification. • No convictions for illegal drug sales. • No illegal drug use within the past 36 months. • No felony convictions. • No misdemeanor convictions involving perjury, false statement, or domestic violence.
SELECTION:	Selected applicants will be scheduled for an interview with various representatives of the Sheriff's Office. Selected applicants must successfully complete the requirements of a conditional employment offer and a pre-employment background investigation. Additionally a Voice Stress Analysis, Psychological Exam and Credit Check must be satisfactorily completed.
DEADLINE:	This position will remain "open" until filled by a qualified applicant. Applications can be picked up at the CCSO Operations Center, 4917 E. US Hwy 90 Monday – Friday, 8:00 a.m. to 5:00 p.m. or printed from the CCSO website at www.columbiasheriff.org (Utilize the Support Staff Application). Applications that are non-legible, incomplete, missing information or faxed will not be accepted.
CONTACT INFO:	Columbia County Sheriff's Office Human Resources Division 4917 East US Hwy 90, Lake City, FL 32055-6288 Office: 386-758-2130; Fax: 386-719-7596

EQUAL EMPLOYMENT OPPORTUNITY