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Evidence Specialist

JOB CODE	JOB FAMILY	PROFILE
JCV414	**Public Safety**	**Evidence Specialist**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$21.15 - $30.13**	**May 7, 2026**

The Evidence Specialist maintains an inventory and audit trail for property recovered by or submitted to the department and manages the release or disposal of items with evidentiary value. Oversees the recording, security, storage, and database maintenance for all evidence and property.

Job Description

DUTIES AND RESPONSIBILITIES

- Receives, stores, organizes, and safeguards various types of evidence and property, including narcotics, currency, biohazard and genetic material, weapons, jewelry, audio/visual recordings, and other items.
- Ensures incoming items are properly labeled by the assigned deputy.
- Retrieves, transports, and submits evidence to forensic laboratories for testing.
- Prepares items for destruction or disposal upon written authorization from the court or District Attorney’s Office.
- Maintains and updates databases and records to ensure a proper chain of custody for all evidence and property.
- Maintains both automated and manual files for evidence and property.
- Tracks and updates records for items submitted for laboratory analysis.
- Orders and maintains inventory of supplies for the evidence room and associated workstations.

- Maintains cleanliness and organization of the assigned work area.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- High School Diploma or GED.
- Four (4) years of work experience in warehousing, inventory control, and/or property and evidence handling experience.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Employee must successfully complete the post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver's license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Essential duties are performed indoors.
- Duties are performed in a temperature-controlled environment.
- Duties are performed on an even surface, which may be carpeted or tile. Working surface is typically dry.
- Worker often works alone, both with and without direction from supervisor.
- Work hazards, or potential work hazards, include driving a motor vehicle, exposure to severe weather conditions and frequent lifting.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used to perform administrative duties includes the telephone, computer, terminal, computer printer, computer keyboard, typewriter, photocopy machine, fax machine and calculator.

- Materials and products handled in the course of performing essential duties vary but may include files, forms, reports, various other paperwork, a wide variety of basic office supplies and various types of law enforcement equipment and items of property stored as evidence including hazardous materials, firearms and ammunition.
- Worker operates an automobile, van or truck in the performance of certain duties.

Additional Description

This job profile is classified as **safety-sensitive**. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization's Drug and Alcohol Testing Policy.

Duties that require a **Commercial Driver's License (CDL), firearm(s) use**, or are otherwise regulated under the **Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act**, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.