



## **JOB ANNOUNCEMENT**

### **PROPERTY CONTROL TECHNICIAN**

Under the general supervision of the CID Sergeant. This position performs a variety of technical duties relative to the receipt, inventory, storage, protection, delivery, release and disposition of property or evidence. Performs searches, downloads, converts and imports/exports of digital media evidence, verification, and validation of barcode data, and maintains accurate records of systems data, its transactions, and its content. This position assigns property to staging locations for final storage, assists with departmental personnel and citizenry requests, and other duties as assigned. The job requires a large amount of detailed work and a high level of accuracy and security to protect integrity of all property.

#### **REQUIREMENTS:**

- High School Diploma or GED is required to apply.
- Must be able to pass a background investigation, physical exam, and drug screening.
- Must be bondable under the City's public employee blanket bond.
- Valid Texas Motor vehicle license.

#### **PREFERRED QUALIFICATIONS:**

- Over one year of record-keeping experience.
- Property Room Management Certification, or completion within one year of appointment.
- High School graduate with 5 years of work-related experience will be considered.
- Specific vocational, administrative, or technical training applicable to the job duties which may be obtained with a two-year associate degree, diploma or equivalent from a college, technical, business, or vocational school. (A.A. or B.A. preferred.)

#### **SALARY:**

- Estimated \$45,000 - \$50,000 DOE.
- Non-Exempt Position
- 100% Employee Coverage for Health, Dental and Life Insurances
- Participation in the Texas Municipal Retirement System (TMRS) 7% and 2:1 match.

**CLOSING:** All applications and resumes must be submitted to Lisa Hernandez, Human Resources Director, by email: [l.hernandez@leonvalleytexas.gov](mailto:l.hernandez@leonvalleytexas.gov). Employment applications can be located on the City of Leon Valley website at: [www.leonvalleytexas.gov](http://www.leonvalleytexas.gov) or at City Hall located at 6400 El Verde Road, Leon Valley Texas, 78238. Position Open Until Filled. AA/EOE/ADA