



Winnebago County
The Wave of the Future

JOB POSTING

POSITION TITLE: Evidence Technician – MEG Unit

LOCATION: Lake Winnebago Area MEG Unit

HIRING RANGE: \$25.25 – 28.04/Hr.

STATUS: Full time

HOURS PER WEEK: 37.5

WORK HOURS: Flexible

APPLICATION DEADLINE: Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Internal Department Transfer Form](#). Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

WINNEBAGO COUNTY POSITION DESCRIPTION November 2021

POSITION TITLE: Evidence Technician – MEG Unit

DEPARTMENT: Lake Winnebago Area MEG Unit

PAY BASIS: Hourly

PURPOSE AND SUMMARY:

Provides evidence technician services for the Lake Winnebago Area Metropolitan Enforcement Group – Drug Unit. Testifies in court regarding evidentiary and other matters. Performs a variety of related duties.

ESSENTIAL FUNCTIONS:

1. Receives, catalogs, stores, maintains, and audits evidence for production at trial and other proceedings. Facilitates the transmission of evidence to the state Crime Lab. Disposes of evidence according to policy.

2. Testifies in state and federal court.
3. Serves as back-up to and performs the functions of the Administrative Associate-MEG Unit.

ADDITIONAL ESSENTIAL DUTIES:

1. Provides training to investigators in the seizing, handling, packaging, and transmitting of evidence.
2. Manages, orders, inventories, and maintains supplies related to the LWAM evidence facility.
3. Helps handle, package, and dispose of unused and unwanted medications turned in to the LWAM as part of medication take-back activities.
4. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to LWAM Project Director.
2. Works with Investigators and other law enforcement personnel, State Crime Lab, prosecutors, contractors, vendors, other support employees, and the public.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. High school diploma or equivalent.
2. A minimum of two years' work experience performing evidence technician duties preferred. At least 40 hours of formalized training in property and evidence management may be substituted for the work experience requirement.
3. Valid Wisconsin Driver's License.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of evidentiary collection, storage, management, transmission, and disposal techniques.
2. Ability to interact with other investigators, law enforcement personnel, and the public.
3. Strong written and verbal communication skills, including listening skills.
4. Computer skills, including knowledge of Microsoft Office applications. Ability to enter data accurately and to learn and use evidence tracking software.

PHYSICAL REQUIREMENTS:

1. Ability to perform work from both a sedentary position and a standing position.
2. Ability to function in situations encountered in a normal office setting.
3. Ability to use standard office equipment including telephone, computer, printer, photocopier, and scanner.
4. Ability to travel to other County departments and locations.
5. Ability to lift up to 20 pounds above head level.