



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 3239

EVIDENCE TECHNICIAN

GRADE G

SCOPE OF WORK:

Work involves receiving evidence, ensuring the chain of custody for criminal and toxicological evidence submitted by various law enforcement agencies is maintained, and providing administrative support for all crime laboratory functions.

DUTIES PERFORMED:

- Receive and process evidence ensuring proper integrity through inventory, security, storage, and chain of custody.
- Package and mail evidence according to state and federal statutes and laboratory procedures.
- Receive, examine, evaluate, organize, and inventory evidence in compliance with established laboratory standards.
- Photograph evidence and evidence containers; provide written description of evidence.
- Prepare and maintain various records, forms, statistical data, and receipts.
- Maintain an inventory of breath alcohol instruments, evidence collection kits, and office supplies.
- Set up and maintain case files; enter and maintain data in lab information system.
- May provide testimony in court and administrative hearings regarding evidence and chain of custody.
- Coordinate intoxilizer classes including scheduling classes and speakers, preparing class materials, and compiling test operator database.
- Dispose of evidence as directed; prepare for disposal, return to proper agency, and prepare related paperwork concerning evidence disposal.
- Perform various administrative support tasks such as receptionist duties, preparing written documents, bookkeeping, and inventory.
- Advise law enforcement personnel on packaging and evidence submission procedures.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED, and two years of work experience in receiving and processing criminal and toxicological evidence or four years of work experience that

included working with information management systems; receiving, storing, and dispensing items; maintaining inventory; entering data into and searching databases; and/or reviewing items for completeness, accuracy, and compliance.

Eff. Date: 01/08

Rev: 07/12 – Conversion to Hay System