

PROPERTY CONTROL MANAGER

Recruitment #1506-5086-001

List Type Original

Open Date 7/18/2015

Filing Deadline 8/7/2015 11:59:00 PM

HR Analyst Jeff Harvey

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PURPOSE

Under the general direction of the Strategic Management Bureau, the Property Manager is responsible for supervising and coordinating Property and Evidence operations within the Milwaukee Police Department. The manager assumes responsibility for the overall security and maintenance of property and evidence and coordinates operations with intra-agency personnel, inter-agency partners and the general public.

ESSENTIAL FUNCTIONS

- Ensures the integrity of property and evidence from the initial receipt to the final disposal.
- Provides security and control of seized, recovered and evidentiary property, as well as abandoned, lost or found property in the custody of the Milwaukee Police Department.
- Manages the chain of custody of property transferred through Department employees and the Circuit and Municipal courts.
- Enforces and maintains compliance with receipt, handling, security, storage, release and/or destruction of property pertaining to federal, state and local laws.
- Understands, interprets and applies administrative policies and procedures, as well as applicable federal, state, and local policies and regulations related to the receipt, handling, storage, and release of property.
- Testifies in court dispositions related to the custody and disposition of evidence, as well as standard operating procedures.
- Supervises Police Sergeants, Police Officers, Police Service Specialist Investigators and clerical staff in the operations of the property management operation.
- Researches, analyzes and evaluates evidentiary best practices.
- Provides annual statistical reports on inventoried property.
- Maintains the accuracy of written and electronic records of property acquired.
- Performs regular audits of money, firearms, narcotics and other evidence, ensuring adherence to all policies and procedures, compliance with laws, court orders, judicial rulings and WILEAG standards.
- Coordinates, collaborates and communicates with private entities and government agencies on disposal, destruction and sale of property.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

CONDITIONS OF EMPLOYMENT

- Position requires a flexible schedule to participate in an on-call supervisor rotation.

MINIMUM REQUIREMENTS

1. Bachelor's degree in Accounting, Police Science, Criminal Justice, Computer Science, Telecommunications or related fields of study from an accredited college or university.

IMPORTANT NOTE: To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Your transcript must be legible (readable) and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed.

2. Five years of experience in warehouse management of inventorying, auditing, storage and accounting or law enforcement supervision.

Note: Equivalent combinations of education and experience may also be considered.

3. Valid Driver's License at time of appointment and throughout employment.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of asset forfeiture regulations.
- Knowledge of industry accepted standards in the receipt, handling and storage, and release/destruction of property.
- Knowledge of random sample audit procedures and applications.
- Knowledge of effective personnel management practices and procedures.
- Ability to speak and interact with a diverse group of people including: Police Officers, Police Command Staff, City Attorney personnel, District Attorney personnel, vendors, contractors, and the general public in person and over the phone.
- Ability to supervise and manage a diverse staff made up of civilian and sworn personnel.
- Ability to manage a storage facility within an annual budget.
- Ability to identify areas in need of improvement within the facility and provide direction on how to fix the problems.
- Ability to utilize computer applications in the completion of work including inventory management systems, RMS-Tiburon, CCAP, and MS Office Suite applications (Excel, Outlook, Word, etc).
- Ability to read, understand, interpret and apply administrative policies, procedures and related federal, state and local laws and regulations.
- Ability to communicate job related actions, procedures, and regulations when testifying during legal proceedings.
- Ability to follow and abide by accreditation standards.
- Ability to conduct research, provide a synopsis and make recommendations to property control best practices.

CURRENT SALARY

SALARY (PR1FX) The current starting salary is \$79,352 annually for City of Milwaukee residents. The non-resident starting salary is \$77,405. Appointment above the minimum is possible.

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Candidates must undergo and pass a background investigation prior to appointment.

INITIAL FILING DATE – The examination will be held as soon as practical after **August 7, 2015**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

ADDITIONAL INFORMATION

APPLICATIONS and further information may be accessed by visiting, <http://city.milwaukee.gov/jobs>

- Applications and transcripts should be submitted no later than the deadline listed above.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is located at City Hall, 200 E. Wells St, Room 706, Milwaukee, WI 53202.