EVIDENCE AND RECORDS SPECIALIST

Hiring Rate $39,000.00 – $40,500.00
+ 5% after completion of 6-month probation

General Statement of Duties

Performs responsible support and technical work in departmental customer service, records management and storing and preservation of criminal evidence.

Distinguishing Features of the Class

An employee in this class is responsible for providing general departmental customer service, creating and compiling a variety of specialized records and assisting with storing, documentation, chain of custody and maintenance of crime scene evidence for the Police Department. Work requires the use of specialized technology and strong office and organizational skills as well as careful accuracy and internal and external customer service skills. Work is performed in accordance with departmental policy and specific guidelines of the law enforcement evidence custodian field. Employee may be exposed to human body fluids or blood in the evidence custodian work and is subject to the OSHA requirements on blood borne pathogens. Work is performed under the regular supervision of the Chief of Police and is evaluated through observation of job performance.

Duties and Responsibilities

Essential Duties and Tasks

-Provides general customer service for the department in person and by telephone and email; fulfills public records requests following strict guidelines; works as liaison with court system providing information and documents; assists employment applicants; assists with Criminal Justice Training and Standards records preparation and maintenance.

-Creates and maintains a variety of electronic and hard copy records and reports such as traffic enforcement records, arrest records, incident reports, etc.

-Administers oath of office; notarizes documents; assists with grant request preparation.

-Manages departmental social media pages.

-Conducts research on legislative and other relevant changes in laws and regulations.

-Assists with budget development research, preparation, and assists with accounts payable and receivable operations

-Transcribe investigative recordings and statements.

-Coordinates evidence management.

-Enters citations and warning tickets registrations into database.

-Prepares monthly report as needed; answers requests for information; copies records or forms requested for the public and others; compiles data and submits as weekly report to media.

-Participates in logistics and activities for special events.

Additional Job Duties

-Co-manage the agency's North Carolina Law Enforcement Accreditation Program.

-Backs up other staff as needed.

-Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

-Considerable knowledge of police records and information requirements and systems.

-Considerable knowledge of laws, court cases, methods and procedures required in handling evidence.

-Knowledge of office technology hardware, software and peripherals.

-Skill in collaborative conflict resolution, teamwork and internal and external customer service excellence.

-Skill in planning, organizing, and implementing systems for records management and evidence security.

-Skill in accurate and efficient data entry and compilation.

-Ability to plan and organize work for efficient processing, set and follow effective work priorities, and meet established deadlines.

-Ability to maintain legal and sensitive information with accuracy.

-Ability to maintain confidentiality.

-Ability to learn and accurately use specialized law enforcement software.

-Ability to act with sound judgment in handling requests for information from records or the evidence room.

-Ability to prepare clear and concise activity reports.

-Ability to build and maintain cooperative and effective public relations with the officers, public, and other law enforcement and court personnel.

-Ability to communicate effectively in oral and written forms.

-Ability to proof material accurately.

Physical Requirements

-Must be able to physically perform the basic life operational functions of climbing, stooping, kneeling, crouching, reaching, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, and hearing.

-Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to move objects.

-Must possess the visual acuity to prepare data and figures, operate a computer terminal, and do extensive reading.

Desirable Education and Experience

-Completion of high school and considerable administrative support experience involving the use of modern office technology, preferably in a law enforcement environment; or an equivalent combination of education and experience.

Special Requirements

- Ability to obtain DCI certification within 12 months of employment.

-Ability to obtain Property and Evidence certification.

-Must obtain a Notary Public certification within 6 months.

-Possession of a valid driver's license.

Salary/Benefits: The full salary range for this position is **$38,921.00 – $58,382.00**. The expected hiring range for the position is **$39,000.00 – $40,250.00**. The hiring rate will be based upon education and experience. This position is eligible for a 5% increase after successful completion of a 6-month probationary period.

The Town of Maggie Valley also offers a competitive benefits package. Benefit information is attached to this posting below.

FLSA Status: Non-Exempt (Eligible for overtime or equivalent compensatory time at 1½ times the employee's regular weekly rate)

Schedule/Hours**:** This is a full-time position (40 Hours per week) with benefits. The schedule for this position will be Monday - Friday 8:00 AM to 5:00 PM. Applicant must be available to work other flexible schedules as needed.

To Apply: Interested Candidates must submit by email a completed application, cover letter, resume, and two job-related references (email & phone number) to Matt Boger mboger@maggievalleync.gov and Sam Cullen at scullen@maggievalleync.gov

Applications may be found on the Town of Maggie Valley website or by following the link below.

https://www.maggievalleync.gov/i-want-to/apply-for/

This position closes on November 13th, 2026. Interviews are expected to begin in mid-November. Interested applicants should submit a complete application packet by close of business (5pm) on November 13th, 2026.

The Town of Maggie Valley is an Equal Opportunity Employer.