

# GARRETT COUNTY GOVERNMENT JOB DESCRIPTION

**JOB TITLE:** Evidence Technician  
**DEPARTMENT:** Office of the State's Attorney for Garrett County  
**REPORTS TO:** State's Attorney for Garrett County  
**FLSA STATUS:** Non-Exempt

**SUMMARY:** The Evidence Technician will review evidence in various forms; use software to edit, redact and copy as needed for various purposes; will assist investigators and attorneys in reviewing evidence and presenting it to attorneys or in court; will work with staff in both the District and Circuit Court Divisions.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Gather evidence from sources, including private citizens, police agencies and attorneys.
2. Review digital evidence to determine that which has evidentiary value.
3. Prepares copies of evidence as needed for the various functions, including discovery to defense, pre-trial hearings and trials.
4. Maintains a system for tracking the scheduling of cases to meet deadlines.
5. Covers duties of other staff in State's Attorney's Office when necessary.
6. Other duties may be assigned.

## **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Advanced computer skills: knowledge of Microsoft Word, Excel, Access and other digital platforms from which evidence may be retrieved and to which evidence may be forwarded
- Ability to communicate effectively and to maintain professional working relationships with other agencies
- Ability to make independent decisions
- Adherence to the confidentiality of information received in the office
- Organization and Concentration skills: ability to continue job performance with numerous interruptions

## **EDUCATION and/or EXPERIENCE:**

Bachelor's degree preferred; A.A degree and/or experience will be considered.

## **LANGUAGE SKILLS:**

Requires a high degree of language skills, both in oral communication and written correspondence with attorneys, law enforcement personnel and those from whom evidence will be obtained.

## **REASONING ABILITY:**

Patience in dealing with individuals who are experiencing difficulties understanding the law enforcement or judicial system. Ability to prioritize the high number of tasks to be accomplished each day.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid Driver's License

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job involves a large amount of computer work. Mental alertness is necessary to address matters concerning many different cases and to remember details, names, deadlines, etc. Other physical demands are those typical of an office setting.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Pleasant office environment, the only difficult condition results from a consistently heavy and demanding workload that requires constant diligence in adequately preparing each case and meeting deadlines.