



City of Miami POLICE PROPERTY SPECIALIST I

SALARY	\$38,235.18 Annually	LOCATION	City of Miami, FL
JOB TYPE	Full-Time	JOB NUMBER	5022-20240422-SUPP
DEPARTMENT	Police	OPENING DATE	04/22/2024
CLOSING DATE	5/3/2024 5:00 PM Eastern	MAX NUMBER OF APPLICANTS	250

An Equal Opportunity Employer

Nature of Work

A MAXIMUM OF 250 APPLICATIONS WILL BE ACCEPTED FOR THIS RECRUITMENT!

PLEASE APPLY IMMEDIATELY.

THIS RECRUITMENT IS A SUPPLEMENTAL POSTING TO THE ORIGINAL RECRUITMENT (DECEMBER 19 2023 - JANUARY 05, 2024). APPLICANTS WHO APPLIED DURING THAT PERIOD AND WERE DEEMED INELIGIBLE BUT MEETS THE MINIMUM REQUIREMENTS LIST BELOW AND WISH TO BE CONSIDERED FOR THIS POSITION MUST RE-APPLY. PLEASE REVIEW THE MINIMUM REQUIREMENTS BELOW!!

Responsible manual and clerical work in the Police Property Section.

Work involves the systematic receipt, storage, maintenance and issuance of various items of police property such as uniforms, weapons, supplies, equipment, police vehicles, etc.; systematic receipt, storage, maintenance and proper disposal of items of physical evidence, impounded automobiles, lost and found property, personal property, etc. General supervision is received from experienced supervisor.

Essential Functions

Receives, stores and releases impounded vehicles and collects related towing charges and storage fees.

Receives, stores and releases personal property, issues receipts and prepares appropriate records of these transactions.

Receives and makes appropriate disposition of confiscated articles, items of evidence, lost and found materials, etc., which come into the custody of the Police Department.

Checks quantity and condition of incoming supplies, property, equipment, etc., against invoices, purchase orders and other records and moves such items to appropriate storage facilities.

Takes inventories and maintains appropriate inventory records and prepares inventory reports for distribution.

Performs light lifting of up to 15 lbs and may be required to perform moderate to heavy lifting on occasion.

May operate a keyboard or typewriter in preparing records not requiring a high level of typing proficiency.

May testify in court as to the history and identity of items of physical evidence.

Serves as a guard at the vehicle pound.

Assists at the auction of unclaimed property.

Performs other related work as required.

Minimum Requirements

- High school diploma or its equivalent
- and six (6) month of stock clerk or clerical experience involving moderate (15-50 pounds) lifting and manual labor.
- A Valid Driver's License from any state (Equivalent to a State of Florida Class E) may be utilized upon application, however prior to appointment a State of Florida Driver's License (Class E or higher) must be presented to the Department of Human Resources and must be maintained valid throughout employment.

OR

- An equivalent combination of education and experience beyond a high school diploma or its equivalent and six (6) months of the required experience.

NOTE:

Must be willing to work a flexible schedule including nights, weekends, and/or holidays.

Documentation Requirements

Applicants, including City of Miami employees, must upload and submit attached copies of the following documents with the employment application. Please be sure to attach all required documents to your employment application each time you apply. Uploaded documents remain in your online profile but they will not attach automatically and you will be deemed ineligible without the proper documentation.

ALL DOCUMENTS SUBMITTED MUST BE CLEAR, LEGIBLE, AND IN PROPER FORMAT.

THE FOLLOWING DOCUMENTS ARE REQUIRED AT TIME OF APPLICATION AND ARE ACCEPTABLE FORMS OF PROOF:

1. **Proof of education in the form of a high school diploma or its equivalent.** Foreign diplomas/degrees must be submitted with a credential evaluation report from an approved credential evaluation agency*. Translations of diploma/degrees are not accepted. If degree/diploma does not reflect the academic major on its face, transcripts indicating degree completion must be submitted. Audit/Academic reports are not accepted as substitutions for college transcripts.
2. **Copy of valid Driver's License from any state** (Equivalent to a State of Florida Class E) may be utilized upon application, however, a State of Florida Driver's License (Class E or higher) is required at time of appointment and must be maintained valid throughout employment.

To qualify under the equivalency clause, applicant must provide proof of education in one or more of the following applicable forms: transcript showing at least 60 college credits, Associate's degree or Bachelor's degree or higher.

***Approved Credential Evaluation Agencies:**

Credential evaluation reports showing the United States equivalency for academic credentials earned in other

countries may be provided by:

- An accredited four-year college or university in the United States, OR
- A current member of the [National Association of Credential Evaluation Services \(NACES\)](#), OR
- A current member of the [Association of International Credential Evaluators \(AICE\)](#), OR
- A recognized Professional Organization

For additional list of approved credential evaluation agencies visit the [Florida Department of Education](#)

It is the applicant's responsibility to ensure that all required documents submitted with the employment application are in a format that is acceptable, clear and legible for eligibility determination or risk being disqualified.

Applicants, including City of Miami employees, must completely detail their work experience on the employment application or risk being disqualified. Resumes are not required and will not be reviewed in place of the employment application.

It is the applicant's responsibility to update their online profile with personal data, work experience, education, and certifications, when submitting application(s), failure to do so may result in disqualification.

Applicants must provide a valid email address in order to receive notification of eligibility.

Veterans Preference: Veterans Preference is awarded in accordance with Florida State Statute 295.07. If veteran's preference is being claimed, it must be indicated on the application form and proper documentation, including all forms DD-214 (Member 4) and the applicable FDVA- Veteran's Preference Certification Form(s) in accordance with rule 55A-7.013 - Documentation of Preference Claim, must be submitted with the employment application.

FDVA Certification Forms: Please complete the applicable Veterans' Preference Certification Form(s). Form(s) must be uploaded with your employment application along with acceptable proof of veterans' preference.

Form VP1: VETERANS' PREFERENCE CERTIFICATE
Form VP2: CURRENT MEMBER OF THE RESERVE CERTIFICATION
Form VP3: UNREMARIED WIDOW or WIDOWER CERTIFICATE

Selection Preference for City Residents: In accordance with APM 2-02, applicants for classified positions who are City of Miami residents and new hires will receive preference in selection from interview ranking bands provided that any two (2) of the following documents are submitted with the employment application and again at time of interview:

- A. Utility bill dated within 60 days of the date of submission**
- B. Valid Florida Driver License or State-issued I.D.**
- C. Property Tax Statement dated within 1 year of the date of submission**
- D. Properly executed valid lease agreement**
- E. Homestead Exemption dated within 1 year of the date of submission**
- F. Motor Vehicle Registration dated within 90 days of the date of submission**
- G. Official school records or transcripts, dated within 90 days of the date of submission**
- H. W-2 (or 1099) Tax Form dated within 1 year of the date of submission**

City of Miami residents are granted selection preference over non-City of Miami residents within the same ranking band resulting from an interview process.

Selection Preference: Selection preference within the same ranking band resulting from an interview process will be granted in the following order: 1) preference eligible veterans, 2) active City of Miami employees, 3) City of Miami residents, 4) all others.

OPEN/NON-COMPETITIVE

An Equal Opportunity Employer

Agency

City of Miami

Address

444 SW 2nd Avenue, 7th floor

Miami, Florida, 33130

Phone

(305) 416-2170

Website

<http://www.miamigov.com/employment>

POLICE PROPERTY SPECIALIST I Supplemental Questionnaire

***QUESTION 1**

Have you attached and uploaded a copy of your proof of education or a foreign credential evaluation which verifies your graduation as specified in the job announcement? If not, please be aware that your application will be deemed ineligible.

- Yes
- No

***QUESTION 2**

Have you submitted a copy of your valid driver license (Equivalent to a State of Florida Class E or higher) as specified in the job announcement, which **MUST** be uploaded with your application by the closing date? If not, please be aware that your application will be deemed ineligible.

- Yes
- No

* Required Question