



# Exhibit Specialist

Class Code:  
4919

Bargaining Unit: Unrepresented - Non-management

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA  
Established Date: Aug 12, 2008  
Revision Date: Aug 12, 2008

## SALARY RANGE

SEE SALARY SCHEDULE

## JOB DESCRIPTION:

### JOB DEFINITION DISTINGUISHING FEATURES

This is a journey-level single class that reports directly to the Court Services Manager or designee. The Exhibits Specialist is responsible for the receipt, inventory, control and maintenance of court exhibits. Incumbent ensures compliance with court rules, policies and procedures and federal and state statutes governing the control and maintenance of exhibits.

## EXAMPLES OF DUTIES:

NOTE: The following are duties performed by employees in this classification; however, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all listed duties.

1. Receives exhibits placed in evidence or marked for identification by attorneys, the District Attorney and/or others; may testify regarding chain of evidence of items stored; and issues receipts for property.
2. Segregates and stores exhibits according to nature of items; catalogs property received by case number; maintains records showing location and handling until case is closed; maintains the chain of custody of evidence; and stores evidence materials in an appropriate manner.
3. Maintains security and condition of evidence materials from time of storage to completion of case.
4. Handles and stores firearms, ammunition, narcotics, hazardous chemicals, biologically contaminated materials and valuables in a secure and appropriate storage location.
5. Retrieves evidence materials for examination as required by authorized persons; and withdraws exhibits as requested by attorneys or parties in a case pursuant to all applicable orders

and statutes.

6. Determines and implements the appropriate disposition of evidence materials; reviews case history to determine if exhibits may be legally returned or disposed of; sends disposition notices to proper persons as required by law for authority to destroy or to dispose of exhibits; disposes of property when authorized and/or proper amount of time has elapsed by releasing for sale or destruction; and transports or arranges for transport items to disposal site.

7. Answers questions on the telephone or at the counter from the public, attorneys, court personnel or law enforcement agencies on the status of exhibits in custody, and regulations relating to retention or destruction of evidence materials; and correctly interprets and explains legal requirements, judicial orders and court policies to court staff, litigants, attorneys and others.

8. Performs periodic inventory of court exhibits.

9. Prepares statistical reports for management; assists in developing, implementing and updating policies and procedures relating to the processing and security of exhibits; reviews, designs and makes recommendations for improvements of process, procedures, forms and the environment of court exhibits.

10. Provides technical guidance to clerical staff responsible for exhibit storage in other court locations.

11. Performs general office support work, including maintaining supply of forms and materials; operates standard office equipment, including a personal computer, printer, copier, fax, digital camera, CD/DVD copying, and VHS/DVD dubbing equipment.

12. Performs physical activities that include lifting and transporting of exhibits.

13. Operates a state vehicle for the purpose of delivery of firearms and/or narcotics to local police agencies for disposal.

14. Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

### Option I

Experience:

The equivalent to two years of full-time experience in the class of Legal Processing Assistant II in the Superior of California, County of Alameda service.

### Or Option II

Experience:

The equivalent to three years of full-time responsible experience that include the receipt, preservation, storage and disposition of materials in a court support, law enforcement and/or legal environment.

## **KNOWLEDGE AND ABILITIES:**

*Knowledge of* recordkeeping and inventory control methods; policies, procedures, statutes and Rules of Court governing the intake, maintenance, safeguarding, storage, release and disposal of court exhibits; codes, local rules, procedures and legal terminology applicable to the preparation, acceptance and processing of legal documents pertaining to court exhibits; standard office practices and procedures, including record keeping and filing; regulations and procedures governing the maintenance and disclosure of public records; safety practices pertaining to the safe handling of firearms, ammunition, narcotics and other dangerous and/or hazardous chemicals and materials; court policies and procedures applicable to the receipt and accounting for a variety of payments; correct English usage; and personal computers and word processing software such as Microsoft Word and Excel.

*Ability to* understand, interpret, explain and apply detailed, specialized information, including codes, rules, policies, procedures, forms and legal terms; perform official actions that require high attention to detail and application of code, rule and specific procedural requirements; use and operate automated case management system; research case and file records; establish and maintain effective relationships with those contacted in the course of work; maintain detailed legal records of property and evidence; plan, utilize and maintain storeroom space; maintain proper security to prevent theft or misplacement of evidence; organize work, set priorities and follow-up assignments with a minimum of supervision; interpret rules and regulations and provide effective guidance to staff; exercise sound independent judgment within established procedural guidelines; communicate effectively, both orally and in writing; research technical documentation; develop and update training and written technical materials and manuals; work with individuals from diverse socioeconomic, cultural, disability and ethnic backgrounds; maintain confidentiality of information; organize work, set priorities and meet established deadlines; maintain accurate records and files; maintain flexibility in managing an unpredictable workday; effectively and professionally represent the court in answering questions, responding to inquiries and dealing with concerns from judicial officers, Court and County staff and external agencies; operate modern office equipment and personal computers, and use specified computer applications, including word processing, spreadsheets and other technology tools as applicable; meet established deadlines in a timely manner; and use manuals, codes or written guides as applicable.

## **CLASSIFICATION HISTORY:**

Date established: 01/08 CW/cw