



# PROPERTY CUSTODIAN

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**COMPETITION: #2265-50010111**

**STATUS:** Regular full-time  
**SECTION:** Property & Forensic Storage Services Unit, Information Services  
**HOURS OF WORK:** Four-day compressed workweek  
Monday-Thursday or Tuesday-Friday  
**SHIFTS:** Monday and Friday – 8:00 a.m. to 5:00 p.m.  
Tuesday, Wednesday, and Thursday – 10:00 a.m. to 7:00 p.m.  
**SALARY:** Pay Grade 17 - \$29.13 to \$34.23 per hour  
**COMPETITION END DATE:** Friday, August 12, 2022

Responsible for providing clerical, computerized, and manual storeroom work in the Property & Forensic Storage Services Unit.

## ESSENTIAL DUTIES

- Assists in receiving, documenting, storing, identifying, picking up, and transporting a wide variety of articles, including exhibits seized by VPD members
- Determines the disposition of various articles including, bicycles, cash, valuables, firearms, liquor, hazardous materials, and forensic evidence
- Returns personal effects of deceased individuals to next-of-kin
- Submits forensic exhibits for laboratory analysis, according to specified departmental procedures
- Provides service to members of the public who are collecting or inquiring about their personal property
- Creates property subsystem entries for evidentiary exhibits returned from the lab, such as DNA cuttings, human specimens, and extracts
- Removes and packages items from evidence drying lockers
- Cleans and sanitizes work areas
- Maintains accurate records of all items received
- Provides information to VPD members or members of the public on the phone or in person
- Moves vehicles within facility with a forklift
- Other related duties and responsibilities as assigned

## KNOWLEDGE, SKILLS, AND ABILITIES

### Required:

- Minimum keyboarding skills of 45 wpm and 6000 key strokes for data entry
- Proficiency in Microsoft Word and Excel (test score of 70% or higher)
- Ability to establish and maintain effective working relationships in a team environment and with the public
- Thorough knowledge of departmental procedures related to the storage and release of found, seized or stolen property
- Working knowledge of storeroom methods and procedures
- Working knowledge using Word, Excel, PRIME
- Ability to provide exceptional customer service
- Ability to communicate compassionately with family members of deceased individuals, both on the phone and in person
- Ability to work safely with sensitive and hazardous materials
- Ability to work with minimal supervision

### Preferred:

- Working knowledge of the *Firearms Act*



## EXPERIENCE

### Required:

- Stockroom / warehouse experience

### Preferred:

- Customer service experience

## EDUCATION

### Required:

- Grade 12

### Preferred:

- Valid forklift operator's license
- Possession and Acquisition License (PAL)

## OTHER REQUIREMENTS

- Must be able to qualify for a Possession and Acquisition License, and the Respirator Program
- Forklift operator's ticket
- Valid driver's license with an acceptable driver's abstract
- All employees must maintain their enhanced security clearance while employed with the Vancouver Police Department, which will be renewed every five years or as required

### Selection Process:

Short-listed candidates will be required to participate and successfully pass clerical testing in keyboarding skills, data entry, and Microsoft Word and Excel in order to move forward to the interview stage.

***NOTE: This position falls under the jurisdiction of Teamsters Local 31.***

Interested applicants should submit a resume and cover letter made **to the attention of the Human Resources Section via email to [vpd.civilian.jobs@vpd.ca](mailto:vpd.civilian.jobs@vpd.ca)** by 4:30 p.m. of the closing date and **indicate the Competition # in the subject line of the email.**