



LAKE COUNTY SHERIFF'S OFFICE

DONALD R. BELL
SHERIFF / CORONER

BEN WOODS
UNDERSHERIFF

106 Fourth Avenue East, Polson, Montana 59860 Phone: 406-883-7301 Fax: 406-883-7305

POSITION ANNOUNCEMENT

The Lake County Sheriff's Office is accepting applications for the position of **Evidence Technician/Concealed Weapons Permit Assistant**.

QUALIFICATIONS: One year work experience in an administrative/clerical position OR one year work experience in a law enforcement agency as a corrections officer, dispatcher, law enforcement officer or related area. Must pass a criminal background check as required by CJIN.

DUTIES: Receives, documents, stores and ensures proper custody and control of physical evidence/property in the custody of the Office. Processes and evaluates physical evidence; arrange for transport of evidence to State Crime Lab. Maintain manual and computerized records including evidence custody documents, chain of custody documents, property receipts, property control files, and related reports. Maintain evidence room(s) and arrange the storage of and return of evidence and/or recovered, stolen, found, or abandoned property; coordinates the proper release of evidence and property to rightful owners where appropriate.

Process CWP applications, including conducting interview and background checks. Maintain all information in a secure fashion under the direction of the Captain.

HOURS/DAYS: This is part-time position of sixteen (16) hours per week.

WAGE: \$12.00 – This is a union covered position.

BENEFITS: Benefits are available.

Lake County applications are available online at www.lakemt.gov or at Lake County Job Service or the Lake County Human Resources office. Applications must be turned into **Lake County Job Service** or to **Lake County Human Resources** by 5:00 p.m. Monday October 31, 2016.

Only completed and on time Lake County application packets will be considered a release must be signed.