



South Yorkshire

POLICE**Property Clerk**

District/Department	District	Rank/Grade	Band B
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Role purpose:	Handle all aspects of property coming into police possession appropriately, complying with legislation and force policy.
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Summary of Main Duties:

May be required to work after normal hours/weekends on overtime.

Be prepared to travel to any location within the District.

Must be able to lift heavy items.

Post holder will be required to wear a uniform

Receive property from interim stores situated throughout the District and transport to Central Property Store (including drugs, firearms and cash).

Record and maintain property other than found in a central register/computer database.

Label property for easy identification.

Maintain property stores using logical system for easy access. (Main store and interim stores).

Maintain the chasing system for disposal of property.

Make all necessary arrangements for disposal of property including auctions.

Deal with members of the public with property enquiries.

Deal with solicitors' letters regarding property enquiries.

Maintain Force drugs database

Drive Property Van when required

Work from wider SYP Property stores if required.

Any other duties commensurate with the position of the Property Store Clerk.

Competencies/behaviours

<u>Competency</u>	<u>CVF Level</u>
https://profdev.college.police.uk/competency-values/	Level 1 - Practitioner Level 2 - Supervisor/Middle Manager Level 3 - Senior Manager/Executive
We are emotionally aware	Level 1
We take ownership	Level 1
We are collaborative	Level 1
We deliver, support and inspire	Level 1
We analyse critically	Level 1
We are innovative and open-minded	Level 1

Core values for ALL employees:



South Yorkshire

POLICE

Integrity
Impartiality

Public Service
Transparency

Experience, Education and Skills:

Essential: (used for short-listing)

Experience of working in an administrative role.

Experience of dealing with members of the public face to face and over the telephone.

Computer literate with experience of data input and retrieval using Microsoft applications.

Current clean driving licence.

Due to the nature of the role, must provide biometric sample (DNA) as required to ensure ongoing inclusion on the relevant elimination databases for policing purposes.

Desirable:

Previous experience of working with storage systems

Knowledge of First Aid, Manual Handling, Health & Safety and COSHH regulations