



INTER-OFFICE MEMORANDUM

Human Resources
Department

201 Spring Street
Springdale, Arkansas 72764
(479) 750.8121
(479) 750.8523 fax
www.SpringdaleAR.gov

DATE: JUNE 27, 2014

TO: ALL DEPARTMENTS

FROM: GINA LEWIS, DIRECTOR OF HUMAN RESOURCES

**RE: POSITION VACANCY—EVIDENCE TECHNICIAN
(POLICE DEPT.)**

The City of Springdale's Police Department is currently accepting applications for the position of **EVIDENCE TECHNICIAN**. Interested persons should submit an application to the Human Resources Department no later than 4:00 p.m. on Friday, July 11, 2014.

The incumbent is responsible to maintain a record system of all physical evidence and lost/found property taken into custody by the police department. Dispose of evidence or lost/found property in accordance with state and local rules and regulations regarding property disposition. Assist in crime scene processing as needed. This position is responsible to perform job duties in an accurate manner in order to protect the health and safety of the citizens of the City of Springdale.

Qualified applicants must possess High school diploma or GED plus specialized training and/or additional college courses and 19-23 months of related experience and/or training; or equivalent combination of education experience.

Applicants can email applications to jobs@springdalear.gov , mail to Human Resources Dept. at 201 Spring Street, Springdale, AR 72764 or fax to 479-750-8523. Please indicate "**Evidence Technician**" on your email or fax. For the complete job description and a copy of our application, please go to www.springdalear.gov .

The City of Springdale provides an excellent benefit package is an EOE and drug free workplace.