# PROPERTY & EVIDENCE SPECIALIST

# CITY OF WESTMINSTER

## POLICE DEPARTMENT

Responsible for overseeing and managing property and evidence received by and maintained within the Property Room, managing the acquisition, storage, and distribution of police supplies and equipment, overseeing quartermaster function, and coordinating and scheduling the maintenance of department vehicles. Requires a high school diploma or equivalent; requires the ability to learn and utilize property & evidence inventory software. Must possess excellent organizational skills, be very detail-oriented and possess strong communications and interpersonal skills. Must successfully complete pre-employment background, drug test and polygraph. $18.80/hr., 40 hrs/wk; excellent benefits including health, dental, vision, life insurance and pension plan. Apply online at [www.westminstermd.gov](http://www.westminstermd.gov); or pick up application at 56 W. Main St., Westminster; or call 410-848-5236. Applications must be received by 4:30 PM on November 25, 2020. EOE