

**CITY OF SATELLITE BEACH, FLORIDA**

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Satellite Beach, FL 32937  
(321) 773-4407  
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INCORPORATED 1957

## **Job Notice – September 2020**

Applications are currently being accepted for one Full-Time

### **Property/Evidence Custodian and Criminal Investigations Administrative Assistant**

**Salary Range: \$30,428 - \$47,468**

**Satellite Beach City Hall**  
510 Cinnamon Blvd.  
Satellite Beach, FL 32937

The Satellite Beach Police Department is currently seeking applicants for the combined position of Property/Evidence Custodian - Criminal Investigations Administrative Assistant. Responsibilities for this combined position are unique to police property/evidence inventory and criminal investigations support services and requires extensive clerical skills and detailed record keeping abilities, using various computer systems. This position performs a variety of tasks to include but not limited to: processing and categorizing evidence and property for secure storage in accordance with state laws and maintaining associated records. Criminal Investigative support includes general clerical work, data collection, and analyzing information to support criminal investigations while maintaining confidentiality of criminal cases. Members in this position must possess a high degree of organizational skills and have the ability to work in a fast paced environment when necessary. Additional responsibilities include regular interaction with area law enforcement professionals and the general public, victims and witnesses, therefore strong interpersonal communications skills are required. Applicants should have prior experience in a related field and solid understanding of law enforcement processes and procedures. Applicants will be required to pass an extensive background investigation and meet all job tasks required of the position. A full job description is available upon request.

### **Minimum Requirements**

Must be at least 18 years of age. High school graduate or state equivalency diploma. Must have a minimum of 2 years of experience related to police department operating and record keeping procedures and general understanding of pertinent local and state laws governing record keeping. Ability to perform different tasks simultaneously.

### **Closing Date: Open Until Filled**

To be considered, please submit your resume via email to – [bhodge@satellitebeach.org](mailto:bhodge@satellitebeach.org) or in person at the location listed above.

Selected candidates will then be asked to complete a City of Satellite Beach Police Dept. Application

### **The City of Satellite Beach is a Drug-Free Workplace.**

In compliance with Chapter 295, Florida Statute, The City of Satellite Beach is committed to providing preference to U.S. veterans and spouses of veterans in hiring, promotion, and retention for all qualified positions as prescribed by the chapter.

The City of Satellite Beach is an equal opportunity employer. We consider applicants without regard to race, color, religion, creed, gender, national origin, age, disability, genetic information, marital or veteran status, or any other category protected by federal, state or local law.