

## **Property & Evidence Manager**

The City of East Ridge is currently accepting applications for the position of Property & Evidence Manager. The applicant must be at least 21 years of age; possess a high school diploma or equivalent and possess a valid driver's license. All qualified candidates must be willing to submit to a thorough criminal history check and extensive background investigation. Additionally they may be subject to random drug tests and agree to submit to a polygraph examination upon request. The person in this position will be responsible for the disposal of certain properties held by the East Ridge Police Department that is deemed surplus and/or evidence, as well as property having met the established threshold of storage time frame. The employee will also be responsible for items stored and disposed of in accordance with seizure/forfeiture statutes and will assist with processing property intake and release. Must be able to pass a physical, drug screen, and lift 20-40 pounds.

Recommended experience: Previous experience handling property/evidence within a police department, strong organizational skills, customer service

Applications may be submitted electronically to [msinigaglio@eastridgetn.gov](mailto:msinigaglio@eastridgetn.gov) or mailed to Michelle Sinigaglio, Human Resources Manager, 1517 Tombras Avenue, East Ridge, TN 37412