The Kendall County Sheriff’s Office is seeking qualified applicants for the position of civilian evidence and property custodian/fleet manager.

Job responsibilities include all functions related to property and evidence management, management of fleet services for a law enforcement fleet of approximately 50 vehicles, and the administration of the Sheriff’s Office quartermaster system for equipping its 110 sworn members. The qualifications for this position include experience in law enforcement property and evidence control, forensic science education or training, experience with property and evidence control databases, fleet management experience, and familiarity of the installation of police equipment in vehicles.

The position has a salary range of $38,000-$45,000 depending on qualifications and experience, along with an extensive benefit package. *This is a civilian and FLSA exempt position.*

Eligible candidates must:
- Be at least 21 years of age
- Have a high school diploma or general equivalency degree
- Pass a background check
- Pass pre-employment drug screening
- Posses a valid Illinois Drivers License
- Have an excellent work history
- Have knowledge of proper inventory procedures
- Have knowledge of standard office practices, procedures and equipment
- Be experienced with Microsoft software (Excel, Word, etc.)

Questions and additional details concerning this job posting should be directed to Human Resources Manager Tracy Page at tpage@co.kendall.il.us. Applications can be found at [www.co.kendall.il.us/employment](http://www.co.kendall.il.us/employment) and should be mailed to the Kendall County Sheriff’s Office, located at 1102 Cornell Lane in Yorkville, Illinois.

**Applications** must be received by **Monday, November 2, 2015**.

EOE, Drug Free Workplace