

# CITY OF CHATTANOOGA

## Classification Specification Title: Pawn Technician

**Department: Police**

**Pay Grade: GS.04**

**Supervision Received From: Police Sergeant**

**FLSA Status: Non-Exempt**

**Supervisory Responsibility For: None**

**Established: 5/25/16**

**Revision Dates: 4/3/25;  
10/20/23**

### CLASSIFICATION SUMMARY:

Incumbents in this classification provide administrative and technical support functions related to the investigation of missing property. Duties include data entry, preparing documents, reports and other information for Detectives. Researches and gathers information from victims and pawn shops. Work is performed with limited supervision.

**SERIES LEVEL:** This is a stand alone position.

### ESSENTIAL FUNCTIONS:

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Provides administrative and technical support for a division within the police department by keying information into databases, performing data entry, searching pawn records, speaking with victims of crimes involving stolen property and maintaining department files and information.

Enters information into applicable databases and/or other computerized systems to collect and maintain records and information in assigned areas of responsibility.

Provides administrative support which includes verifying information answering and monitoring phones; taking and transmitting messages and/or performing other related duties

Conducts follow-up investigation directly related to the preliminary investigation, i.e., contact pawn shops and related companies and businesses to obtain information and/or original documents.

Maintains ongoing communication with the detective investigating the case and prepares detailed records.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

High School Diploma or GED required and a minimum of six (6) months clerical experience in a police department; or any combination of equivalent experience and education. This is a safety-sensitive position requiring pre-employment background check, polygraph, drug screening, and fingerprinting. [Click here to review CPD policy.](#)

LICENSING AND CERTIFICATIONS: None

SUPPLEMENTAL INFORMATION:

Knowledge of customer service principles; database management principles; modern office equipment and procedures and filing techniques. Skill in providing customer service; keyboarding; preparing and maintaining a variety of reports, logs, records and/or other applicable documentation; filing; taking fingerprints and communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

Positions in this class typically require reaching, standing, fingering, grasping, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

SPECIAL REQUIREMENTS:

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.