

Fingerprint Technician I

DEFINITION

This is moderately complex work that involves fingerprinting and the processing of records for security clearance purposes.

Employees of the class perform work which involves the fingerprinting of applicants for various positions that require security clearance, such as locksmiths, government jobs, security guards, bylaw enforcement officers, jobs in the U.S. or overseas and for people applying for foreign passports and immigration.

Responsibilities include using fingerprint data by making comparisons of prints to verify criminal record checks; and answering inquiries regarding criminal record information. Routine daily decisions are made by the incumbent, with unusual situations being referred to a supervisor.

TYPICAL DUTIES

Interviews, fingerprints and swears affidavits for security guard and private investigator applicants.

Provides assistance to individuals requesting criminal record information at the counter and by telephone.

Classifies, searches, files, compares and identifies fingerprints through the use of the Automated Fingerprint Identification System.

Performs fingerprint work on persons that require security clearance, applicants for jobs in the United States or overseas, and people applying for foreign passports or immigration status.

Collects processing fees, issues receipts and completes daily cash deposits.

Uses fingerprint comparisons to verify criminal record checks prior to the release of any such record.

Conducts name checks by processing inquiries on data base such as PROBE, CPIC and CJIS.

Prepares clearance certificates; memos, reports for false declaration.

Performs other related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of fingerprinting techniques and practices.

Ability to deal tactfully with applicants who require fingerprinting.

Ability to communicate effectively, orally and in writing.

Ability to maintain moderately complex records.

Skill in the use of fingerprint equipment.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Completion of a two (2) year Community College Law Enforcement Diploma with a minimum of one year of experience in fingerprint processing or an equivalent combination of directly related training and experience.

Opportunity Concept

Completion of a two (2) year Community College Law Enforcement Diploma.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	1295		1296	
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