



Office of Human Resources
Fingerprint Identification Clerk - CN1922
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General Statement of Duties

Trains in and assists while developing expertise in the identification and classification of fingerprint impressions utilizing the Henry Classification System.

Distinguishing Characteristics

This class is distinguished from Fingerprint Identification Technician, which identifies/classified fingerprints and examines and identifies latent fingerprints.

Level of Supervision Exercised

None

Essential Duties

Under the direction of a criminal justice technician trainer, trains in identifying specific pattern types such as an arch, loop, or whorl of each fingerprint and determining the correct ridge count or tracing of each print and recording the results in the proper space of the fingerprint master card.

Trains in and assists while developing expertise in identifying the delta and core focal points or prints on the index cards, making comparisons between the print on the index cards and the one on the booking slip, to establish an identical match.

Under direct supervision, performs research and responds to citizens' requests regarding the release of criminal history records in accordance with city, state and federal guidelines.

Performs fingerprint identification by researching and examining files of existing fingerprint cards by utilizing and developing expertise in the Henry Classification System under the guidance of a criminal justice technician trainer.

Trains in performing duties such as applying inked fingerprint impressions on approved cards in order to print and process sex offenders, juveniles, and/or suspects in custody.

Responds to requests from the courts for prints in addition to testifying in court upon receiving a subpoena.

Performs less complex clerical duties which may require the utilization of a computer such as processing paperwork for deceased persons, restricting access of records based on court orders, and verifying, adding or canceling warrants.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Attention to Detail - Is thorough when performing work and conscientious about attending to detail.

Customer Service - Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Oral Communication - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Technical Competence - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Writing - Writes in a clear, concise, organized, and convincing manner for the intended audience.

Knowledge & Skills

None

Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement

Two (2) years of experience in a court or criminal justice setting.

Education & Experience Equivalency

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

None

Working Environment

Pressure due to multiple calls and inquiries.
Subject to many interruptions.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Sitting: remaining in the normal seated position.

Carrying: transporting an object, usually by hand, arm, or shoulder. Pushing: exerting force upon an object so that the object is away. Pulling: exerting force on an object so that it is moving to the person. Balancing: maintaining body equilibrium to prevent falling over.

Stooping: bending the body by bending spine at the waist.

Crouching: bending body downward and forward by bending legs.

Reaching: extending the hand(s) and arm(s) in any direction. Handling: seizing, holding, grasping, or otherwise working with hands.

Fingering: picking, pinching, or otherwise working with fingers.

Feeling: perceiving attributes of objects by means of skin receptors. Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: Making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Background Check Requirement

Criminal Check

Employment Verification

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: N-612

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: