



Office of Human Resources
Fingerprint Technician Lead - CN2737

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General Statement of Duties

Performs regularly assigned lead work over Fingerprint Technicians who examine and identify fingerprints.

Distinguishing Characteristics

This Lead Fingerprint Technician is distinguished from the Fingerprint Technician class by the elements of the permanently assigned lead work. This class is also distinguished from the Fingerprint Identification Clerk, which trains in and assists while developing expertise in the identification and classification of fingerprint impressions utilizing the established Classification Systems.

Level of Supervision Exercised

Exercises regularly assigned lead work duties over two or more Fingerprint staff.

Essential Duties

Examines, identifies, and classifies fingerprints.

Assists the supervisor in developing or modifying work schedules, methods, and procedures, determines work priorities, and ensures adequate staff coverage.

Assists the supervisor for initial and ongoing training of staff. This includes implementing training policies/procedures for ISO Accreditation, and working with the QA staff in preparation for ISO Certification and ongoing maintenance of the Certification once obtained, and training for Tenprint Examiner Certification through the established associations.

Assists in developing, recommending, and coordinating the implementation of new procedures for the assigned functions or unit.

Acts as a technical reference by providing work instruction and assists employees with difficult and/or unusual work assignments.

Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

Resolves problems encountered during the work-shift operations and decides appropriate solutions.

Contributes to the development of performance goals, documents performance, provides performance feedback, and provides information to inform the formal performance evaluation.

Responds orally to informal grievances and relays information to the supervisor.

Documents situations which may be cause for disciplinary action and provides this information to the supervisor.

Ensures to implement the industry's safety standards and assists the supervisor with developing necessary procedures to ensure compliance.

Implements and interprets policies and procedures developed by higher-level authorities. Performs other related duties as assigned.

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

Decision Making - Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

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.

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict

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

Knowledge & Skills

Knowledge of the terminology, methods, and procedures used in fingerprint classification and identification, including the Henry Classification System and National Crime Information Center Numerical System sufficient to be able to identify, file and search fingerprints.

Education Requirement

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

Experience Requirement

Two (2) years of experience classifying and identifying fingerprints utilizing the Henry Classification System OR successful completion of the Denver Police Department's Fingerprint Identification class.

Education & Experience Equivalency

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Possession of a Tenprint Fingerprint Certification through the IAI (International Association for Identification) within two (2) years of hiring date.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Pressure due to multiple calls and inquiries.

Subject to many interruptions.
Potential exposure to housekeeping/cleaning agents/chemicals.
Potential exposure to hazards from electrical/mechanical/power equipment.
Potential exposure to odorous chemicals and specimens.
Potential exposure to unpleasant elements (accidents, injuries, and illnesses).

Level of Physical Demand

3-Medium (20-50 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.

Sitting: remaining in the normal seated position.

Walking: Moving about on foot.

Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another.

Carrying: Transporting an object, usually by hand, arm, or shoulder. Pushing: Exerting force upon an object so that the object is away. Balancing: Maintaining body equilibrium to prevent falling over.

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

Reaching: Extending the hand(s) and arm(s) in any direction.

Handling: Seizing, holding, grasping, or otherwise working with hand(s).

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

Talking: Expressing or exchanging ideas by means of spoken words

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

Vision Near acuity: ability to see clearly at 20 inches or less.

Background Check Requirement

Criminal Check

Employment Verification

By position, Motor Vehicle Record

Licenses/Certification

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: N-616

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: