



Office of Human Resources
Fingerprint Technician - CN1923
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General Statement of Duties

Identifies and classifies fingerprints and examines and identifies fingerprints.

Distinguishing Characteristics

This class is distinguished from Fingerprint Identification Clerk, which trains in and assists while developing expertise in the identification and classification of fingerprint impressions utilizing the Henry Classification System.

Essential Duties

Identifies and classifies fingerprint impressions.

Responds to citizen's requests regarding the release of criminal history records in accordance with city, state, and federal guidelines.

Classifies and identifies fingerprints using the Henry Classification System. Searches and examines files of existing fingerprint cards and identifies fingerprints.

Applies inked fingerprint impressions on approved cards at the request of citizens, parolees, and/or police officers 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.

Some positions may instruct a course in Fingerprint identification.

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

Knowledge of alphanumeric systems sufficient to be able to code information for data entry.

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.

Level of Supervision Exercised

By position performs lead work.

Education Requirement

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

Experience Requirement

One (1) year 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

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.):

Balancing: Maintaining equilibrium.

Carrying: Transporting or moving an object.

Crouching: Positioning body downward and forward.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Feeling: Perceiving attributes of objects by means of skin receptors, communication, or otherwise.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Pulling: Exerting force upon an object so that it is moving to the person.

Pushing: Exerting force upon an object so that it moves away from the person.

Reaching: Extending the hands and arms or other device in any direction.

Repetitive motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Standing: Remaining in a stationary position.

Stooping: Positioning oneself low to the ground.

Talking: Communicating ideas or exchanging information.

Walking: Ability to move or traverse from one location to another.

Background Check Requirement

Criminal Check

Employment Verification

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: N-615

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: