



Career Service Authority
Fingerprint Identification Clerk

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GENERAL STATEMENT OF CLASS 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.

Guidelines, Difficulty and Decision Making Level:

Procedures, methods and techniques to be used are well established with options to be considered well defined. Tools, work aids and materials to be used are specified. Work steps are demonstrated or made clear by straightforward oral instructions.

Detailed oral and/or written instructions are normally given during the training period. Work steps involve a pattern of sequential motions such as push, pull, lift, carry or place which may include making gross discriminations as to size, color or readily observable conditions.

Duties assigned are primarily routine, repetitive and restricted in intricacy with little or no discretion in how they are carried out.

Level of Supervision Received and Quality Review:

Under close supervision, the employee receives training to develop skills and abilities in a specific line of work or general occupational area. Work product is subject to close, continuous inspection.

Interpersonal Communications and Purpose:

Contacts with the public or employees where factual information relative to the organization or its functions is received and relayed, or a service rendered, according to established procedures or instructions.

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.

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.

MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Integrity/Honesty - Displays high standards of ethical conduct and understand the impact of violating these standards on organization/self/others; chooses an ethical course of action; is trustworthy.

Self-Esteem - Believes in own self-worth, maintains a positive view of self, and displays a professional image.

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

Stamina - Performs repetitive tasks effectively over a long period of time, for example, data entry/coding.

Conscientiousness - Displays a high level of effort/commitment towards performing work; demonstrates responsible behavior.

Flexibility - Adapts quickly to changes.

Memory - Recalls information that has been presented previously.

Technical Competence - Knowledge of how to perform one's job. Refers to specialized knowledge that is acquired through formal training/extensive on the job experience.

Teamwork - encourages/facilitates cooperation/pride/trust/group identity; fosters commitment and team spirit; works with others to achieve goals.

Self-Management - Sets well defined/realistic personal goals; monitors progress and is motivated to achieve; manages own time and deals with stress effectively.

Organizational Awareness - Knows how social/political/organizational/technological systems work and operates effectively within them. This includes the policies/procedures/rules/regulations of the work unit/organization.

Listening - Receives/attends to/interprets/responds to verbal messages and other cues such as body language in ways that are appropriate to listeners/situations.

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.

Reading - Learns from written material by determining the main idea/essential message. Recognizes correct English grammar/punctuation/spelling.

Writing - Uses correct English grammar/punctuation/spelling; communicate thoughts/ideas/information/messages in writing.

Customer Service - Works and communicates with clients and customers to satisfy their expectations. Committed to quality services.

Applies Technology to Tasks - Selects/understands procedures/machines/tools that will produce the desired results; identifies or solves problems in machines, computers, or other technologies that are related to performing tasks.

Leadership - Interacts with others to influence/motivate and challenge them.

Teaches Others - Helps others learn; identifies training needs; provides constructive reinforcement; coaches others on how to perform tasks; acts as a mentor.

Mental Visualization - Sees things in the mind by mentally organizing and processing symbols/pictures/graphs/objects/other information.

Physical Demands:

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 an object up to 10 pounds.

Working Environment:

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

Education Requirement:

Graduation from high school or possession of a GED Certificate.

Experience Requirement:

Two years of experience in a court or criminal justice setting

Education/Experience Equivalency:

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

Licensure and/or Certification:

None.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 03/16/1997

ESTABLISHED BY: Jean Canfield

REVISED DATE: 09/21/2008

REVISED BY: Hameed Pousti

CLASS HISTORY 03/16/1997 - Class was originally created.
09/21/2008 - Class spec was place in to new format.