



## Career Service Authority

# Fingerprint Technician

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### GENERAL STATEMENT OF CLASS 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.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

#### ***Level of Supervision Received and Quality Review:***

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

#### ***Interpersonal Communications and Purpose:***

Contacts with the public or employees where explanatory or interpretive information is exchanged defended, gathered and discretion and judgment are required within the parameters of the job function.

#### ***Level of Supervision Exercised:***

By position performs lead work.

## 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.

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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.

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## MINIMUM QUALIFICATIONS

### ***Competencies, Knowledge & 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.

**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.

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

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

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

**Flexibility** - Adapts quickly to changes.

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

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

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

**Memory** - Recalls information that has been presented previously.

**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.

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

**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.

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

**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.

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

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

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

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

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.

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

### ***Physical Demands:***

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

Walking: moving about on foot.

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:***

One 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:***

None

***Licensure and/or Certification:***

None

**CLASS DETAIL**

***FLSA CODE:*** Non-Exempt

***ESTABLISHED DATE:*** 09/16/1995

***ESTABLISHED BY:*** Patricia Anderson

***REVISED DATE:*** 04/04/2010

***REVISED BY:*** Blair Malloy

***CLASS HISTORY*** 09/16/1995 - Class was originally created.  
09/21/2008 - Class spec placed into new format.

3/10/2010 – Added duty statement

4/4/2010 – Revised duty statements and general statement of class duties.