



DENVER
THE MILE HIGH CITY

Career Service Authority
Denver's Human Resource Agency

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JOB SPECIFICATION MEMORANDUM

TO: All agencies citywide
Holders of Job Specification Books

FROM: Alena Martinez

DATE: September 23, 2008

SUBJECT: New and/or revised Job Specifications

Attached are revised and/or new job specifications. These should be placed in your job specification book.

Old job specifications listed in the column "Job Specifications to be Removed" should be removed from your book and destroyed.

Agencies that hold only selected job specifications may discard those that are not classes within their agency.

**New and Revised
Job Specifications**

Fingerprint Identification Clerk
Rev. 09/21/2008

Fingerprint Technician
Rev. 09/21/2008

**Job Specifications
to be Removed**

Fingerprint Identification Clerk
Est. 09/16/1995

Fingerprint Technician
Est. 09/16/1995



Career Service Authority
Fingerprint Identification Clerk

Page 1 of 4

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.



Career Service Authority

Fingerprint Technician

Page 1 of 4

GENERAL STATEMENT OF CLASS DUTIES

Identifies and classifies fingerprints and examines and identifies latent 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.

Performs various clerical duties such as restricting access of records based on court orders, processing paperwork for deceased persons, and verifying, adding or canceling warrants.

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.

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.

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 alpha-numeric 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: 09/21/2008

REVISED BY: Hameed Pousti

CLASS HISTORY 09/16/1995—Class was originally created.
09/21/2008Class spec was put into new format.