

### Class Concept

This is supervisory work in the planning and coordination of coding, verification, and input of criminal history documents related to fingerprints for a computerized data collection system. Employee is responsible for the accuracy and completeness of work performed in the data coding and data input units and is also responsible for ensuring that the computerized system needed to complete these functions is operable. Employee may be responsible for directly performing technical procedures and interpretations in fingerprint work when on call, or indirectly when providing daily assistance to the units. Employee contacts a variety of criminal justice system personnel in resolving complex problems or discrepancies related to criminal history source documents, and performs related work as required.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Thorough knowledge of the computerized criminal history system and the coding and data input procedures used to support the system.
- Thorough knowledge of the procedures and interpretations used in the classification of fingerprints.
- Working knowledge of laws pertaining to confidentiality of personal information.
- Ability to coordinate and supervise the work of others.
- Ability to communicate effectively in oral and written form.

#### Minimum Education and Experience

High school or General Educational Development (GED) diploma, completion of an acceptable course in fingerprint science, or completion of coursework within one year of employment, and four years of progressive experience in fingerprint classification or data processing including one year in a supervisory capacity; or an equivalent combination of education and experience.