

Class Concept

This is technical, supervisory work in supervising the technical unit within the fingerprint identification section that performs the searching and file maintenance activities in fingerprint classification. Employee supervises the search, classification, and matching of fingerprint impressions with existing criminal history records submitted to the state criminal information system. Work involves the coordination of work from the initial inquiry unit through the classification and verification of matched records and purging of prints and files matched through the classification process in this unit. Employees perform verification duties that include a second classification as review of the initial classification and perform related work as required.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of the procedures and interpretations used in the classification of fingerprints. Thorough knowledge of the nature and extent of identifying information needed by law enforcement agents in the performance of their work.
- Working knowledge of the laws pertaining to confidentiality of personal information.
- Skill in editing fingerprint cards to assure acceptability.
- Ability to coordinate and supervise the work of others.
- Ability to perform tedious, repetitive work requiring sustained and continuous visual attention.
- Ability to communicate effectively in oral and written form.
- Ability to establish and maintain effective work relationships.

Minimum Education and Experience

High school or General Educational Development (GED) diploma and completion of an acceptable course in fingerprint science, or completion of coursework within one year of employment, and three years of experience in fingerprint classification and identification; or an equivalent combination of education and experience.