

Class Concept

This is administrative and supervisory work in supervising the identification and file search, verification, or audit functions of a fingerprint classification unit. Employees supervise the classification, search, matching of fingerprint impressions with existing criminal history records, and verification of prints for submission to the state and federal criminal information systems; or the audit of criminal history records and fingerprint impressions prior to release to the criminal justice community. Work involves coordinating the receiving and technical aspects of identification and verification of matched records, or coordinating the auditing of prints requested by law enforcement agencies through a review of the classification procedure, performing technical procedures and interpretations of fingerprints when on call, and performing 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.
- Thorough knowledge of the laws pertaining to confidentiality of personal information.
- Skill in editing fingerprint cards to assure acceptability.
- Ability to direct 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

Bachelor's degree in criminal justice or a closely related field from an appropriately accredited institution and one year of experience in fingerprint classification, or completion of coursework related to fingerprint identification within one year of employment, or one year of identification work experience equivalent to a Fingerprint Identification Technician; or an equivalent combination of education and experience.