

Class Concept

This is technical work involving the verification and audit of the identification and characterization of subject persons through records search and fingerprint classification. Employees review and verify identifications of inked and/or live scanned fingerprint impressions to audit original classifications through a process of classifying the prints reviewing discrepancies in procedure. Work flows from original fingerprint classifiers and is verified prior to filing in the criminal history files and audited as a second verification before released to requesting agencies. Employees have the responsibility for review of the classification and procedures and for clarifying or determining accuracy through discussions with superiors. Employees perform related work as required.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of the procedures and interpretations used in the classification of fingerprints. Working knowledge of the laws pertaining to confidentiality of personal information.
- Skill in editing fingerprint cards to assure acceptability.
- Ability to perform tedious, repetitive work requiring sustained and continuous visual attention.
- 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 one year of experience in fingerprint classification and identification; or an equivalent combination of education and experience.