

FINGERPRINT IDENTIFICATION TECHNICAL SUPERVISOR

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.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees plan the work of the unit and provide input to the identification section supervisor in determining work procedures and coordination of workflow among the units.

Organizing, and Directing - Employees direct the work of the unit and determine appropriate procedures for handling unusual problem situations in identification of fingerprints. Employees coordinate the resolution of problems with other technical units in the section.

Budgeting - Employees prepare budget projections and justification based on previous years expenditures and proposed spending for the year and submit to the section supervisor to include in the overall section budget.

Training - Employees provide on-the-job training of new technicians by determining work assignments of new personnel with current employees. Employees determine external training based on individual needs of employees and make recommendations to section supervisor.

Setting Work Standards - Employees develop work standards for employees of the unit through discussions with the section supervisor based on agency policies regarding work planning procedures.

Reviewing Work - Work is reviewed through periodic examinations and discussions of unusual or problem situations that may require coordination with other units or the section supervisor.

Counseling and Disciplining - Employees resolve minor complaints and problems through discussions with subordinates. Serious disciplinary actions are recommended and discussed with the section supervisor.

Performing Other Personnel Functions - Employees are involved in and make recommendations regarding the selection, appraisal, promotion, dismissal, and salary adjustment of personnel in the unit.

II. SCOPE AND NATURE OF WORK:

Dynamics of Work Supervised - Work is subject to change infrequently based on changes to federal and state criminal information system requirements. The regulations for fingerprint classification are stable; however, difficult prints require more extensive search, verification, and review of classification procedure to determine appropriate identification.

Variety of Work Supervised - Employees supervise units of employees that perform the technical aspects of fingerprint and criminal history search, classification, verification and audit.

Number of Employees Responsible For - Employees supervise a unit of approximately 7 to 25 technical and clerical employees.

III. EXTENT OF SUPERVISION RECEIVED: Daily work activities are performed independently and are reviewed by the section supervisor through routine reports or discussion of problems of resolution of unusual identification situations. Disciplinary problems or changes to procedures are discussed with the section supervisor for technical or administrative guidance.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: None

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities – Extensive 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.

Training and Experience Requirements - Graduation from a four year college with a major in criminal justice or a closely related field and one year of experience in fingerprint classification and identification equivalent to a Fingerprint Identification Technician; or an equivalent combination of education and experience. Degrees must be received from appropriately accredited institutions.

Special Note – This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class but may not be applicable to all positions.