

FINGERPRINT IDENTIFICATION SEARCH SUPERVISOR

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.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employee plans the work of the unit and provides input to the technical unit supervisor in determining work procedures and coordination of workflow among the units.

Organizing and Directing - Employee directs the work of the unit and determines appropriate procedures for handling unusual problem situations in identification of fingerprints. Employee performs verification duties to ensure that work flows from the unit for further processing into the criminal information systems.

Budgeting - Employee assists the technical unit supervisor in budget projections based on previous years expenditures and proposed spending for the year.

Training - Employee provides on-the-job training of new technicians by determining work assignments of new personnel with current employees. Employee assists in determining external training based on individual needs of employees and makes recommendations to unit supervisor.

Setting Work Standards - Employee provides input in the development of work standards for employees of the unit through discussions with the technical unit 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 - Employee resolves minor complaints and problems through discussions with the technical unit supervisor. Serious disciplinary actions are recommended and discussed with the section supervisor.

Performing Other Personnel Functions - Employee assists the technical unit supervisor in recommendations regarding the selection, appraisal, promotion, dismissal, and salary adjustment of personnel in the unit.

II. SCOPE AND NATURE OF WORK SUPERVISED:

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, work may require extensive searching and technical research to properly identify and classify difficult prints.

Variety of Work Supervised - Employee supervises a unit of employees that perform the technical aspects of fingerprint search and classification.

Number of Employees Responsible For - Employee supervises a unit of approximately 15 technical and clerical employees.

III. EXTENT OF SUPERVISION RECEIVED: Daily work activities are performed independently and are reviewed by the technical unit supervisor through routine reports or discussion of problems or resolution of unusual identification situations. Disciplinary problems or changes to procedures are discussed with the unit 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. Knowledge of the nature and extent of identifying information needed by law enforcement agents in the performance of their work. 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.

Training and Experience Requirements

Graduation from high school, completion of an acceptable course in fingerprint science, and three years of experience in fingerprint classification and identification; 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.