

FINGERPRINT TECHNICIAN, SUPERVISOR**Nature of Work**

Under general direction, performs work at the supervisory level in directing the activities of the fingerprint classification section by scheduling work assignments, monitoring the quality and quantity of work; establishing quotas for individual work stations and handling the most difficult classification and identification problems. Trains new employees in the Henry Fingerprint Classification System and Automated Fingerprint Identification System (AFIS). Performs related work as required.

Distinguishing Characteristics

This level supervises a staff of fingerprint technicians while performing advanced levels of similar work.

Examples of Work

Directs and oversees activities of the fingerprint staff to ensure effectiveness of the unit.
Instructs in the proper techniques for examining and taking fingerprints and fingerprint images.
Interviews applicants and recommends those selected for employment.
Evaluates the performance of employees.
Schedules and approves leave.
Insures that employees are aware of and comply with departmental rules, regulations and policies.
Coordinates the activities of the section with other sections within the unit.
Makes final decision on necessity of returning illegible fingerprints to contributor.
Analyzes the most difficult fingerprint images or those where special or confidential handling is indicated.
May take rolled, inked fingerprints.

Knowledge, Skills and Abilities

Knowledge of fingerprint identification, verification and classification techniques and procedures.
Knowledge of the Henry system of classifying fingerprints and use of the AFIS system.
Knowledge of federal and state statutes regarding the release of criminal records.

FINGERPRINT TECHNICIAN, SUPERVISOR (CONT'D)

Knowledge, Skills and Abilities (cont'd)

- Knowledge in the use of AFIS and criminal history related software and hardware.
- Skill in the classification, identification, verification and matching of fingerprints and fingerprint images.
- Skill in the use of AFIS and criminal history related software and hardware.
- Ability to identify and interpret fingerprint data accurately.
- Ability to effectively supervise the activities of subordinates.
- Ability to maintain efficient working relationships with law enforcement agencies requesting information.
- Ability to communicate effectively with subordinates and the general public.

Minimum Qualifications

- Training:** Graduation from a standard high school or the equivalent.
- Experience:** Five years of full-time or equivalent part-time paid experience in fingerprint classification.
- Note:** Preference may be shown to an applicant who has successfully completed the Basic Henry Fingerprint Classification course.

Established: 8/19/93
Revised: 2/20/03
Effective: 4/1/03