**8846**

**FINGERPRINT TECHNICIAN, SENIOR**

**Nature of Work**

    Under general supervision, performs advanced level work in the identification and classification of fingerprints in the Automated Fingerprint Identification System (AFIS). Receives, processes, maintains and properly disseminates various criminal history records for the State. Acts as a lead worker. Performs related work as required.

**Distinguishing Characteristics**

    This level in the series has the assigned responsibilities to train new employees, distribute work assignments, and review and approve completed work.

**Examples of Work**

- Receives, scans, merges data, acquires and conducts searches of fingerprint images through the West Virginia Automated Criminal History (WATCH) and the AFIS.
- Compares and verifies fingerprints, through use of fingerprint ridge detail; determines match/non-match; retains fingerprint images in database.
- Identifies and classifies fingerprints according to the Henry Classification System and through the use of the AFIS system.
- Transmits fingerprint images from the AFIS database to the FBI database.
- Provides technical assistance to lower-level fingerprint technicians; trains new employees in the procedures; reports progress and capabilities to the section supervisor.
- Makes work assignments; reviews and verifies the identifications of other fingerprint technicians' work.
- Verifies all fingerprint cards to be returned to the contributor.
- Locates and disseminates criminal records to authorized persons.
- Determines the need for supplies and forwards information to the section supervisor for requisition.

**FINGERPRINT TECHNICIAN, SENIOR (CONT'D)**

**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.
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 maintain efficient working relationships with law enforcement agencies requesting information.
Ability to make assignments and review work.
Ability to communicate effectively with subordinates and the general public.
Ability to perform tedious, repetitive work requiring sustained and continuous visual attention to achieve a high degree of accuracy.

**Minimum Qualifications**
**Training:**  Graduation from a standard high school or the equivalent.
**Experience:**  Three 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