

Job Description
Missouri State Highway Patrol

Class Title: Fingerprint Technician II

Title Code: V00542

Effective Date: 08/07/96

Date Reviewed: 10/10/03 J. Baker

Date Revised: 12/27/04

Immediate Supervisor: Fingerprint Technician Supervisor

Position Supervised: None

FLSA Classification: Non-exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

An employee in this position performs work of moderate difficulty involving the classification, searching, comparison, and filing of criminal and applicant fingerprints. An employee in this position works under general supervision and is expected to adhere to established rules, policies, and procedures.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all the tasks which may be found in positions of this class.)

Classifies, compares, and interprets criminal and applicant fingerprint impressions.

Fingerprints individuals for job applications, liquor license, National Guard, etc.

Searches and verifies positive match against fingerprints previously placed in system.

Searches fingerprints in the Automated Fingerprint Information System for records on new classified fingerprints.

Matches fingerprint information manually and via computer terminal; updates and files fingerprint cards.

Retrieves double-set fingerprint files and determines which state identification number will be retained; combines data and files by assigning one number; retrieves deceased files; reviews data for completeness; verifies prints for positive match; destroys files according to division policy.

May testify in a court of law on matters relating to fingerprint identification.

Performs general office duties (e.g., filing data, sorting mail, keeping track of data through filing system).

Operates standard office equipment (e.g., AFIS video terminal and keyboard, telephone, copier, fax machine, Livescan, Cardscan, shredder, etc.).

Performs other duties relating to entering and retrieving criminal history information, as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of modern office practices, procedures, and equipment.

Working knowledge of fingerprint classification.

Working knowledge of Missouri Sunshine Law, Juvenile Law, and Missouri State Highway Patrol's dissemination policy.

Working knowledge of Henry Classification System.

Working knowledge of Missouri State Highway Patrol AFIS System.

Working knowledge of proper courtroom presentations.

Ability to search fingerprints as latent cases to identify deceased persons.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate effectively via telephone.

Ability to verify, count, and stamp incoming state and federal fingerprint cards.

Ability to classify each print on the fingerprint card according to specific fingerprint pattern types.

Ability to fingerprint individuals for job applications, liquor license, National Guard, etc.

Ability to operate AFIS work station and verification terminal.

Ability to use Henry and NCIC Classification Systems.

Ability to maintain confidential records and files.

Ability to operate Livescan device.

Ability to perform general office duties (e.g., filing data, sorting mail, keeping track of data through filing system).

Ability to operate standard office equipment (e.g., AFIS video terminal and keyboard, telephone, copier, fax machine, Livescan, Cardscan, shredder, etc.).

Ability to recognize and identify minute details.

Ability to understand and follow written instructions.

Ability to establish and maintain harmonious working relations with others.

Ability to exercise judgment and discretion.

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Ability to testify in a court of law.

Ability to type at a rate of 40 words per minute with ten (10) errors or less.

Ability to perform other duties as assigned.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from a standard high school or possess a GED and at least one year experience as a Fingerprint Technician I or comparable experience.

NECESSARY SPECIAL REQUIREMENTS

Must possess certification for MULES, AFIS, and Livescan.

Must possess a valid Missouri drivers' license.

Ability to pass a comprehensive background check necessary to have access to criminal record systems.