

Job Description
Missouri State Highway Patrol

Class Title: Fingerprint Technician I

Title Code: V00541

Effective Date: 08/07/96

Date Reviewed: 7/28/04 #11

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

This is a technical position where the employee performs duties involving the classifying, searching, comparing, and filing of criminal and applicant fingerprints. An employee in this position will participate in an on-the-job training program and attend and successfully complete certification classes pertaining to the job. This position is closely supervised.

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 fingerprint impressions according to specific fingerprint pattern types.

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.

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.).

Operates CJ 25 and CJ 38 Application Systems.

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

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of modern office practices, procedures, and equipment.

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 learn the use of Henry Classification and NCIC Classification Systems.

Ability to learn to sort copies of records previously entered into AFIS system and determines if the record is criminal, noncriminal, or juvenile; affix proper bar code; search and verify positive match against fingerprints previously placed in system.

Ability to learn fingerprint patterns and classifications.

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

Ability to handle telephone requests for information from the public and law enforcement personnel.

Ability to learn to retrieve double-set fingerprint files, determine which state identification number will be retained, combine data, and file by assigning one number.

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

Ability to learn to search files on computer system for records on new classified fingerprints.

Ability to recognize minute details.

Ability to perform and stay current with CJ 25 and CJ 38 operations.

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 understand and follow written instructions.

Ability to establish and maintain harmonious working relations with others.

Ability to maintain clerical records and files.

Ability to exercise judgment and discretion.

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.

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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.

NECESSARY SPECIAL REQUIREMENTS

Must be able to obtain MULES certification within six months of hire date.

Must be able to obtain Livescan certification within six months of hire date.

Must be able to obtain AFIS certification within six months of hire date.

Must possess a valid Missouri drivers' license.

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