

FINGERPRINT ASSISTANT I

NATURE AND VARIETY OF WORK

This is entry level technical work in the examination, classification, and filing of fingerprint cards and evidence related to the criminal identification activity. Employees perform routine identification tasks and become familiar with the use of the automated computer system, (RAFIS) and other fingerprinting materials and equipment. Work is performed under close supervision and is evaluated based upon the accuracy of classification, thoroughness of searching and dissimilarity of prints searched.

Upon the satisfactory completion of the probationary period, position incumbents may be promoted to the II level at the discretion of management.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Performs routine fingerprint identification tasks.

Recognizes and interprets ten-finger fingerprint patterns and relates prints characteristics to establish identity or dissimilarity by comparison.

Assists in evaluating each fingerprint card for proper information and pattern types prior to entry into the Regional Automated Fingerprint Identification System (RAFIS).

Assists in the entrance of fingerprint cards into automated computer system using read/edit console.

Conducts searches of the ten-finger fingerprint card files and consolidates alias and duplicate ten-finger fingerprint cards as the result of the search.

Assists in examining the computer printout of possible suspects for alias and duplicate cards.

Types and files fingerprint cards and related documents.

Provides technical assistance to higher level fingerprint specialist positions.

Receives telephone callers, handling routine questions and directing others to appropriate

staff members.

May be required to use automated equipment in conjunction with assigned duties and responsibilities.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of fingerprint classification formulas, symbols, sequencing, terminology and definitions.

Knowledge of the Henry system of fingerprint classification and filing of fingerprints.

Knowledge of fingerprint identification equipment, principles, techniques, procedures and methods.

Ability to interpret, classify and compare fingerprints.

Ability to maintain records, logs and files.

Ability to communicate both orally and in writing.

Ability to effectively enter data into an automated system.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent (GED), plus basic fingerprint identification training preferably offered by the Federal Bureau of Investigation; plus experience in fingerprint identification work; or an equivalent combination of education and experience.

CREATED: 10/88