

FINGERPRINT ASSISTANT II

NATURE AND VARIETY OF WORK

This is full performance level technical work in the examination, classification and filing of fingerprint cards and evidence. Incumbents perform the full range of identification tasks, provide technical and clerical assistance to fingerprint specialist positions and assist on the more routine latent print examination work. Work is performed under the general supervision of a Fingerprint Specialist Supervisor who reviews the work for the accuracy of classification, thoroughness of searching and dissimilarity of prints searched.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Performs the full range of fingerprint identification tasks.

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

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

Enters 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.

Examines 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.

Assists in evaluating latent finger and palm impressions from crime scenes with inked impressions of known criminals.

Provides technical guidance to subordinate level fingerprint assistant positions.

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

Good knowledge of fingerprint classification formulas, symbols, sequencing, terminology and definitions.

Good knowledge of the Henry system of fingerprint classification and filing of fingerprints.

Good 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.

Ability to learn latent print examination work.

Ability to provide technical guidance to subordinate level personnel.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent (GED), supplemented by the completion of a basic fingerprint course preferably offered by the Federal Bureau of Investigation; plus eighteen (18) months of experience in fingerprint identification work; or an equivalent combination of training, education and experience will also be considered.

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