

**Classification Title: Senior Identification Technician**

FLSA Status: Non-Exempt

**BRIEF DESCRIPTION:** Ensures the quality and accuracy of all criminal fingerprint cards. Examines cards and enters appropriate information into databases. Disseminates information to other law enforcement and regulatory agencies and testifies in the courtroom.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Reviews all fingerprint cards to ensure all prints are clear, classifiable, placed in the appropriate blocks and ready for acceptance into databases. Maintains logs of all work performed.
2	L	Reviews all data and electronically transfers fingerprint images and associated data into fingerprint identification systems to create criminal histories.
3	L	Determines if arrestees are repeat offenders. Verifies identities by placing thumbs on fingerprint instruments and transmitting images. If verified, an additional thumbprint is verified and video images are captured and saved.
4	S	Testifies as an expert witness and assists other law enforcement agencies in identifications. Disseminates authorized information and photographs to outside authorized agencies.
5	S	Develops and presents training to new employees on methods of identification and verification.

**CLASSIFICATION REQUIREMENTS:**

CLASSIFICATION REQUIREMENTS	
Education	High school diploma.
Experience	Three years experience in fingerprint comparison and classification.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	Department of Criminal Information certification, Certification as a Notary Public in NC.
Reading	Intermediate

CLASSIFICATION REQUIREMENTS	
Math	Basic
Writing	Intermediate
Managerial	Receives General Direction.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed and includes overseeing work quality, training, instructing, and scheduling work.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship and may involve contact with others outside of the direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Fingerprint equipment, calculator, overhead projector, cameras, copiers, fax machines, computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

(1) N/A

(2) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

Personal protective equipment, latex gloves, biohazard gear