

Classification Title: Identification Technician

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: Obtains and establishes criminal arrest information, fingerprints and photographs all arrestees in Wake County, collects statutorily required DNA kits, and collects other biographical data and information. 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.

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	Accesses a variety of law enforcement data files by entering personal arrestee information to obtain criminal history. Interprets relevant information and disseminates to authorized agencies.
2	L	Determines if arrestee is a repeat offender by comparing fingerprints in the system for verification. Obtains other fingerprints for further comparison and enters information into system.
3	L	Obtains fingerprints using automated and manual techniques. Disseminates disposition sheets for court purposes.
4	S	Captures arrest photographs of charged individuals and collects DNA samples for required charges.
5	S	Submits charging data to applicable State and/or Federal systems

CLASSIFICATION REQUIREMENTS:

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Education	High school diploma.
Experience	None.
Equivalent Education & Experience Accepted?	Yes

CLASSIFICATION REQUIREMENTS	
Certification and Other Requirements	Successful completion of fingerprint comparison course within 12 months of employment. NC Division of Criminal Information certification required within 12 months of employment. Must maintain a current certification thereafter. A valid driver's license and a "safe" driving record required.
Math	Basic
Writing	Intermediate
Managerial	Receives General Direction.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	No responsibility for the direction or supervision of others.
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:

Intoxilyzer instrument, fingerprinting equipment, camera, lights, ink, scale, fans, step stool, hand card, 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: Latex gloves, bio-hazard gear