

Fingerprint Technician II

DEFINITION

This is supervisory and moderately complex work that involves fingerprinting and the processing of records for security clearance purposes.

Work of this class involves the planning, coordinating, prioritizing, participation and supervision of the work of employees engaged in the daily activities of the Security Clearance Detail Section.

Responsibilities include fingerprinting applicants for various positions that require security clearance; entering fingerprint data into the Automated Fingerprint Identification System (A.F.I.S.); using fingerprint comparisons to verify criminal record checks and answering inquiries regarding criminal record information. The nature of the work performed allows for considerable independence of action and initiative within departmental policy and procedures.

The work of this class is distinguished from the Fingerprint Technician I class in that the incumbent provides leadhand supervision to a small number of subordinates, has a greater requirement for independent decision making and is responsible for a greater diversity of functions.

TYPICAL DUTIES*

Interviews, fingerprints and swears affidavits for security guard and private investigator applicants.

Inputs fingerprints into the Automated Fingerprint Identification System.

Fingerprints applicants for positions that require security clearance, such as bylaw enforcement officers, locksmiths and certain government positions. Also fingerprints applicants for jobs in the United States or overseas, and people applying for foreign passports or immigration status.

Collects processing fees, issues receipts and completes daily cash deposits.

Uses fingerprint comparisons to verify criminal record checks prior to the release of any such record.

Orders criminal records from Identification Services in Ottawa.

Conducts name checks on computer data bases such as PROBE/CPIC/CJIS/CNI.

Attends to counter and telephone requests for criminal record information.

Types clearance certificates and memos, prepares reports for false declaration and compiles applicable statistics.

Supervises and directs the activities of technicians and clerical staff, providing guidance and expertise as required.

Performs other related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of fingerprinting techniques and practices.

Ability to deal tactfully with applicants who require fingerprinting.

Ability to supervise the work of subordinates.

Ability to communicate effectively, orally and in writing.

Ability to maintain moderately complex records and to compile and maintain simple statistics.

Skill in the use of fingerprint equipment.

TRAINING AND EXPERIENCE REQUIREMENTS**Job Level**

Completion of a two (2) year Community College Law Enforcement Diploma with a minimum of two years' experience in fingerprint processing.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0760		0761	
Last Updated:	1997-07			
Previous Updates:				
Originated:	1991-08			