

City of San José
CLASS SPECIFICATION

LATENT FINGERPRINT EXAMINER I (2241)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Police	Latent Fingerprint Examiner Supervisor	Non-exempt

CLASS SUMMARY

Under the general supervision of the Central Identification Unit Supervisor and direct instruction and guidance of the Senior Latent Fingerprint Examiners, learns to classify, compare, process, and enter ten (10) print fingerprint cards into the Automated Fingerprint Identification Systems (AFIS). May learn to evaluate, compare, and enter latent prints into AFIS. Learns to write reports, and prepare and present evidence effectively in court. Learns to roll finger and palm prints, and operate federal, state, and local criminal history systems and correctly interpret the response.

DISTINGUISHING CHARACTERISTICS

This is an entry level position, the incumbents of which receive detailed instructions and develop skills and knowledge in basic identification functions in the Central Identification Unit.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education, experience, knowledge, skills, and abilities sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education

Successful completion of high school or General Education Development (GED) Certificate.

Experience

Three (3) years of experience equivalent to the level of a Police Data Specialist with the City of San José, a fingerprint classifier, or fingerprint identifier.

Acceptable Substitutions

Bachelor's or Master's Degree from an accredited college or university in Administration of Justice or Criminology, and at least three (3) months internship with a law enforcement agency OR Bachelor's or Master's Degree in Chemistry, Physics, Biology, Mathematics, Forensic Science, or Statistics and no experience.

Required Licensing (such as driver's license, certifications, etc.)

Possession of a valid driver's license authorizing operation of a motor vehicle within the State of California.

Other Requirements

- Must be willing to work evenings, weekends, holidays, or other shift work.
- Must be able to pass a detailed background investigation.

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Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Knowledge, Skills and Abilities

(Needed at entry into the job in order to perform the essential duties.)

- Ability to learn to properly take rolled inked impressions (full case prints).
- Ability to learn to use Automated Fingerprint Identification Systems.
- Ability to learn to compare characteristics in inked and latent prints in order to positively identify individuals via prints.
- Ability to learn the various methods of fingerprint classification.
- Ability to take directions and respond positively to correction.
- Ability to convince another person of the correctness of his/her decisions.
- Ability to speak effectively before groups.
- Ability to correctly interpret and follow written instructions.
- Ability to analyze and identify fingerprints by determining pattern types and minutiae counts.

DUTY NO.	<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following, <i>which are performed in a trainee mode:</i>	FRE-QUENCY*
1.	Receives fingerprints turned in by various agencies, and processes them for county number and physical description.	Continuous
2.	May occasionally roll inked finger and palm prints of suspects, victims, and witnesses.	Occasional
3.	Maintains unit files as required.	As Required
4.	Operates AFIS equipment and utilizes printouts in comparisons of inked and computer image fingerprints.	Continuous
5.	Communicates with federal, state, and local law enforcement agencies and identification units.	Occasional
6.	Operates other automated systems available to the Unit, as necessary, to complete the required functions of the position.	Frequent
7.	Gives expert testimony in court or in formal hearings on characteristics of fingerprint identification and comparison.	Occasional

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8.	Utilizes technical and scientific equipment for observing and comparing fingerprints.	Continuous
9.	Classifies fingerprints by Henry and NCIC classifications.	Continuous
10.	May receive latent prints turned in by police officer; evaluates latent prints for sufficiency of characteristics for comparison purposes; makes positive identification of individuals from the minutiae inherent to each individual. (Fingerprint comparison work will be reviewed and verified by a Senior Latent Fingerprint Examiner as deemed necessary.)	Frequent
11.	May operate automated latent fingerprint system and utilize printouts in comparing probable suspects with latent prints.	Frequent
12.	Performs other duties of a similar nature or level.	As Required

*Frequency defined as %, (totaling 100%) *or* "Continuous" (daily or approximately 20%+), "Frequent" (weekly or approximately 15%+), "Occasional" (monthly or approximately 10%+), "As Required" (Intermittent or 5% or less)

CLASSIFICATION HISTORY Created 12/06/82; Rev 1/94, 11/97, 12/97, 11/11; 2241s003