

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

FINGERPRINT TECHNICIAN

JOB DESCRIPTION

Employees in this job perform a variety of fingerprint technician assignments in order to classify fingerprints, search fingerprint records, and compare fingerprint cards to an automated fingerprint identification system for the purpose of accurately identifying and verifying fingerprints.

There are four classifications in this job.

Position Code Title – Fingerprint Technician-E

Fingerprint Technician 7

This is the entry level. The employee, in a learning capacity, performs a range of fingerprint technician assignments while learning the required skills, methods, processes, and procedures of the work area under close supervision.

Fingerprint Technician 8

This is the intermediate level. The employee works in a developing capacity with increased responsibility for performing a range of fingerprint technician assignments.

Fingerprint Technician E9

This is the experienced level. The employee performs a full range of fingerprint technician assignments and uses independent judgement in making decisions based on applying established guidelines to specific situations.

Position Title – Fingerprint Technician-A

Fingerprint Technician 10

This is the advanced level. The employee serves either as a lead worker responsible for overseeing the work activities of lower-level Fingerprint Technicians or as a senior worker performing the most complex fingerprint technician. Senior-level employees consistently perform complex assignments beyond those expected at the experienced level which have been defined by the Appointing Authority and approved by Civil Service.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every

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position are included, nor is it expected that all positions will be assigned every duty.

Classifies and searches fingerprint cards electronically against an automated fingerprint identification system.

Compares search prints against computer selected prints for possible matches.

Verifies fingerprint matches and reports to requesters.

Maintains current data base information on demographics and arrests, and assigns state identification numbers to new records.

Interprets fingerprint patterns on criminal/applicant cards received.

Interprets fingerprint patterns to determine if they are unclassifiable or otherwise unacceptable for comparisons, and returns to contributor.

Converts existing records into the automated fingerprint file system.

Classifies fingerprints not in the computer system according to standard systems of fingerprint identification and searches for matches in standard fingerprint files.

Interprets National Criminal Identification Center (NCIC) classifications for police agencies. Upgrades image quality in the computer database as better fingerprints become available.

Maintains records, prepares reports, and composes correspondence related to the work.

Performs related work as assigned.

Additional Job Duties

Fingerprint Technician E9 and 10

Audits the Automated Fingerprint Identification System (AFIS) and Criminal History Records databases for accuracy of data.

Receives training and experience in providing expert testimony.

Fingerprint Technician 10 (Lead Worker)

Oversees the work of staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

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Fingerprint Technician 10 (Senior Worker)

Performs on a regular basis fingerprint assistant assignments recognized as the most complex.

Testifies in court as an expert witness regarding fingerprint identification.
Prepares reports and works on special projects.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of computer data processing functions as they relate to data input/output.

Knowledge of fingerprint identification principles, practices, methods, and techniques.

Knowledge of automated fingerprint classification and identification systems.

Knowledge of criminal history requirements.

Knowledge of presentation methods and techniques for court appearances.

Ability to compile technical data.

Ability to maintain records, prepare reports, and compose correspondence related to the work.

Ability to compare fingerprints to master records and verify identical sets of prints.

Ability to accurately classify fingerprints.

Ability to interpret fingerprint patterns.

Ability to complete fingerprint identification and computer training programs.

Ability to operate fingerprint input monitors and data entry terminals.

Ability to operate fingerprint reader.

Ability to record fingerprint information.

Ability to upgrade the AFIS database.

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Ability to determine the quality of fingerprints.

Ability to fingerprint people.

Ability to communicate effectively.

Ability to maintain favorable public relations.

Additional Knowledge, Skills, and Abilities

Fingerprint Technician 10 (Senior Worker)

Knowledge of presentation methods and techniques for court appearances.

Ability to testify in court on fingerprint identification matters.

Working Conditions

Statewide travel may be required to testify in court.

Physical Requirements

None.

Education

Educational level typically acquired through completion of high school.

Experience

Fingerprint Technician 7

Two years of general office support experience.

Fingerprint Technician 8

One year of experience equivalent to a Fingerprint Technician.

Fingerprint Technician E9

Two years of experience equivalent to a Fingerprint Technician, including one year equivalent to a Fingerprint Technician 8.

Fingerprint Technician 10

Three years of experience equivalent to a Fingerprint Technician, including one year equivalent to a Fingerprint Technician E9.

Special Requirements, Licenses, and Certifications

Fingerprint Technician 7

Individuals must complete the Fingerprint Identification Course offered through the American Institute of Applied Science within the first year of entry into the job, or complete a comparable training course approved by the Department of State Police, or

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have received comparable training through on-the-job experience obtained through a major outside law enforcement agency or organization. Failure to meet this requirement will preclude advancement beyond the entry level.

Fingerprint Technician 10

Completion of both an approved expert witness course and training in providing court testimony.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code
FNGRPTTCH

Job Code Description
Fingerprint Technician

Position Title
Fingerprint Technician-E
Fingerprint Technician-A

Position Code
FNGPTCHE
FNGPTCHA

Pay Schedule
L32-005
L32-010

ECP Group 1
Revised 6/1/06
TeamLeaders