

FINGERPRINT SPECIALIST, G19

BASIC PURPOSE:

The positions within this job family are responsible for the examination, interpretation, classification, analysis and identification of fingerprints of arrestees through manual or automated fingerprint identification systems.

TYPICAL FUNCTIONS:

The functions within this job family vary by level, but may include the following:

Examines criminal fingerprint cards to determine pattern type for the purpose of interpretation.

Classifies criminal fingerprint cards using the Henry System of Fingerprint Identification.

Searches and conducts comparative examinations and analysis of fingerprint cards with existing fingerprint files in order to establish identification.

Reviews criminal records and fingerprint cards for quality prior to distribution and incorporation into existing criminal records.

Assists in the agency's employment background investigation process as it relates to fingerprinting applicants and the necessary procedures related to the fingerprint process.

LEVEL DESCRIPTORS:

The Fingerprint Specialist job family consists of four levels which are distinguished by the type and complexity of work and the responsibility assigned for the supervision of others.

Level I:

Code: G19A

Salary Band: F

This is the basic level where incumbents perform entry-level work, in a training capacity, and under close supervision involving the examination, interpretation, classification, analysis and identification of fingerprints through manual or automated systems.

Knowledge, Skills and Abilities required at this level include knowledge and understanding of the law enforcement system of criminal identification; and of the procedures regarding the reception and distribution of criminal arrest data. Ability to follow instructions, both oral and written; to recognize and identify minute details; and to express ideas clearly and concisely, both orally and in writing.

Education and Experience requirements at this level consist of two years of experience in the processing of criminal history records, including fingerprint arrest cards; or an equivalent combination of education and experience, substituting the successful completion of thirty semester hours from an accredited college or university for each year of the required experience.

Level II:

Code: G19B

Salary Band: G

This is the career level where incumbents perform basic, routine work in the examination, interpretation, classification, analysis and identification of fingerprints through manual or automated systems.

Knowledge, Skills and Abilities required at this level include those identified in Level I plus the demonstrated ability to use independent judgment in order to determine the proper method for completion of assigned tasks.

Education and Experience requirements at this level consist of one year of experience in the examination, classification and identification of fingerprints.

Level III:

Code: G19C

Salary Band: H

This is the specialist level where incumbents are assigned responsibilities for complex, technical work in the examination, interpretation, classification, analysis and identification of fingerprints through manual or automated systems. May serve as a lead worker.

Knowledge, Skills, and Abilities required at this level include those identified in Level II plus knowledge of the principles of Automated Fingerprint Identification.

Education and Experience requirements at this level consist of two years of experience in the examination, classification and identification of fingerprints.

NOTE: The listed experience must have been the primary job responsibility to be considered as qualifying.

Level IV:

Code: G19D

Salary Band: I

This is the leadership level where incumbents directly supervise fingerprint specialists.

Knowledge, Skills, and Abilities required at this level include those identified in Level III plus knowledge of the principles and practices of effective supervision.

Education and Experience requirements at this level consist of four years of experience in the examination, classification and identification of fingerprints.

NOTE: The listed experience must have been the primary job responsibility to be considered as qualifying.

SELECTIVE QUALIFICATIONS:

The Oklahoma State Bureau of Investigation may require twelve months of the required experience to be in the Automated Fingerprint Identification System.

SPECIAL REQUIREMENTS: