



Job Title	Fingerprint Records and ID Technician	FLSA Status	Non-Exempt
Band	GNL	Probationary Period	12 Months
Zone	6	Job Code	12110

Class Specification – Fingerprint Records and ID Technician

Summary Statement:	
<p>The purpose of this position is to obtain and document detailed police records, fingerprint, and photograph adult and juvenile suspects; and fingerprint public for background checks and licensing. This is accomplished by obtaining fingerprints, palm prints, photographs, and DNA samples; documenting vital demographic information to include any given names, date of birth, social security numbers, home and work addresses and contact information, and physical demographics to include height, weight, complexion, build, hair color, length and style; and recording and verifying all information completed by a registered sex offender for the purpose of tracking and locating. Other duties include filing, copying, and scanning paperwork, answering phone calls, and quality assurance.</p>	
Essential Functions	Note: Regular and predictable attendance in the performance of this job is an essential function.
Time %	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
45%	Processes inmates at the El Paso County Criminal Justice by matching incoming arrestees with their local global jacket; checking each inmate for local warrants; creating or updating an existing profile; identifying the level of process based on the reason the person was brought to jail; verifying the existing data by questioning the inmate about address and contact information; ability to feel comfortable and secure with interacting with inmates in an enclosed environment without the direct presence of law enforcement; and verifying that all arrest documents are included with paperwork.
45%	Performs fingerprinting at the police operations center by performing electronic fingerprinting, photographs, and updating records and handle fees; clarifying and correcting any discrepancies; verifying the completion of state mandated forms; researching numerous criminal databases for criminal charges and identifying information; serving legal documents; determining if the subject has already been fingerprinted on the criminal charges by querying criminal history in National Crime Information Center (NCIC) and Colorado Crime Information Center (CCIC;) completing documentation that the subject has been processed; forwarding all documentation to the county courthouse; identifying the level of process based on the reason the person was detained; and obtaining fingerprints, palm prints, and photos as needed.



Job Title	Fingerprint Records and ID Technician	FLSA Status	Non-Exempt
Band	GNL	Probationary Period	12 Months
Zone	6	Job Code	12110

5%	Performs NCIC duties by assisting Colorado Springs Police Department (CSPD) officers, dispatch operators, and other law enforcement agencies with confirming and locating warrants and stolen vehicles; entering and cancelling warrants for people, vehicles, and articles; performing criminal background checks for employment and criminal purposes.
5%	Performs administrative duties by answering phones for public and law enforcement queries and assisting with the daily operations of records and identification unit.

Competencies Required:	
Human Collaboration Skills: Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.	
Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	
Math: Basic - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.	
Writing: Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.	

Technical Skills Required:	
Standardized Skill Requirements: Work requires the use of standard technical skills appropriate to the work environment of the organization.	

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.	
Education: Equivalent to the completion of twelfth grade (high school diploma or GED).	
Experience: One year of full-time clerical or administrative experience.	



Job Title	Fingerprint Records and ID Technician	FLSA Status	Non-Exempt
Band	GNL	Probationary Period	12 Months
Zone	6	Job Code	12110

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.	
NCIC Operator System Number certification	Within 3 months of start date
Certifications required in accordance with standards established by departmental policy.	

Supervision Exercised:
Requires the occasional direction of volunteers, helpers, assistants, seasonal employees, interns, or temporary employees.
Supervision Received:
Receives Direction: The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.

Fiscal Responsibility:
The job title has no budgetary responsibility.

Physical Demands:
Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly AND/OR walking or standing to a significant degree.

Environmental Conditions	Frequency
Primary Work Environment	Office with some outside
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Daily
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Continuously
Aggressive, angry, confrontational individuals	Continuously

Machines, Tools, Equipment, and Work Aids: Ability to operate 10-print electronic fingerprint machine, computer, telephone, copier, fax, radio, and fax.



Job Title	Fingerprint Records and ID Technician	FLSA Status	Non-Exempt
Band	GNL	Probationary Period	12 Months
Zone	6	Job Code	12110

Specialized Computer Equipment and Software: Ability to learn various specialized criminal justice computer applications, and proficient in Microsoft Office, Laboratory Information Management System (LERMS), Criminal Justice Information System (CJIS), JISnternet, and mobile data client.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: July 2014