



Job Title	Latent Fingerprint Examiner	FLSA Status	Non-Exempt
Band	PAR	Probationary Period	12 Months
Zone	8	Job Code	12111

Class Specification – Latent Fingerprint Examiner

Summary Statement:	
<p>The purpose of this position is to utilize sophisticated and complex physical, chemical, optical, and instrumental techniques to process a wide variety of evidence to develop latent friction skin images. Examine and evaluate latent fingerprint and palm print impressions for identification or elimination of subjects; prepare factual reports of findings; and testify to examination findings as an expert witness in all manners of judicial and administrative proceedings.</p>	
Essential Functions	Note: Regular and predictable attendance in the performance of this job is an essential function.
Time % (All below must add to 100%)	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.
50%	Compares latent and inked friction skin impressions to determine the identity of the subject and prepares appropriate reports.
10%	Testifies in all matters of administrative and judicial proceedings as an expert witness in the field of friction skin identification and other forensic identification matters.
10%	Prepares and enters latent prints into the Automated Fingerprint Identification Systems and reports findings to relevant, interested parties including detectives, the District Attorney’s Office, and other outside agencies.
5%	Receives, reviews, signs, and distributes forensic examination request forms.
5%	Evaluates latent impressions and reports findings to relevant parties including detectives, the District Attorney’s Office, and other outside agencies.
5%	Attends training sessions on new methods and techniques within the forensic identification community and reviews forensic technical journals to stay current of developments, upgrade skills, and maintain required certifications.



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5%	Conducts training activities for appropriate law enforcement personnel including Police Recruits, Latent Print Examiner Trainees, and sworn personnel.
5%	Processes latent print images for comparison and court presentations.
5%	Completes data entry in Laboratory Information Management System (LIMS) to compile workload.

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: Advanced – Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/ or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	
Math: Intermediate - Ability to deal with a system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	
Writing: Advanced - Ability to write editorials, journals, speeches, manuals, and critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	

Technical Skills Required:
Skilled in a Technical Field: Work requires a comprehensive practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education:
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Education: Bachelor’s degree from an accredited college or university with coursework in criminal justice, biology, forensics, criminalistics, crime scene investigations, or other related fields.

Experience: Three years of full-time responsible experience as a latent fingerprint examiner.

Education and Experience Equivalency:
 One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.
 Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.	
Latent Print Certification	Within 2 years of start date
AFIS Latent entry authorized	Within 6 months of start date
Certifications required in accordance with standards established by departmental policy.	

Supervision Exercised:
 Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instruction, and scheduling work.

Supervision Received:
 Receives Administrative Direction: The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness or job performance.

Fiscal Responsibility:
 The job title prepares accounting, budget, employment actions, and purchasing documents; and does research to justify language used in documents for a unit or division of a department. May recommend budget allocations.

Physical Demands:



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Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.

Environmental Conditions	Frequency
Primary Work Environment	Office with some outside
Extreme Temperature	Seasonally
Wetness and Humidity	Several times a month
Respiratory Hazards	Daily
Noise and Vibrations	Several times a month
Physical Hazards	Daily
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Rarely

Machines, Tools, Equipment, and Work Aids: AFIS station, RUVIS, various cameras, fingerprint loupes, and other magnification devices.

Specialized Computer Equipment and Software: Microsoft Office, AFIS Latent Entry authorized using Morphotrak, Photoshop, LIMS, and DIMS.

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