

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## FINGERPRINT TECHNICIAN

<b>JOB CODE: 30064</b>	<b>PAY GRADE: 10</b>	<b>PAY RANGE: \$37,733 - \$60,374</b>
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### GENERAL DESCRIPTION

Under the direction of a supervisor, performs technical work of moderate complexity in the capture of friction skin impressions, AFIS computer input, verification of search results, classification, searching, comparison and filing of fingerprints, and palm prints. A variety of clerical tasks are performed in connection with this position. Work follows well-established procedures and guidelines. Work is reviewed through observation and results obtained. **Shift work is required.**

A member in this job classification spends at least 65 percent of their time performing duties that involve the collection, examination, preservation, documentation, preparation or analysis of human tissues or fluids or physical evidence having potential biological, chemical or radiological hazard or contamination, or uses chemicals, processes, or materials that may have carcinogenic or health-damaging properties in the analysis of such evidence, or be the direct supervisor of one or more individuals having such responsibility, in accordance with F.S. 121.0515.

**SUPERVISES OTHERS:** No

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Captures the fingerprints and palm prints of inmates during the booking process;
- Captures photo images (mugshots and tattoos) of inmates during the booking process;
- Collects DNA samples from subjects according to FDLE published "Requirements for Submission of DNA";
- Enters fingerprints into the AFIS computer and verifies the results of the computer search against the ten print and unidentified latent files;
- Assists the Medical Examiner's Office in identifying unknown deceased through fingerprint identification;
- Searches files for information in response to requests from other law enforcement agencies; corresponds with other agencies and exchanges identification information;
- Resolves day to day problems with the AFIS system and monitors transactions to ensure completion;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

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Regular and reliable attendance is required as an essential function of the position.

This position is considered essential and, in the event of an emergency or natural disaster, will be required to report to work.

This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

## **QUALIFICATIONS**

- High school graduation or equivalent diploma from an institution accredited by an accrediting body recognized by the U. S. Dept. of Education or licensed as a degree granting institution by the Commission for Independent Education AND two (2) years' experience in a related field
- Or equivalent combination of education and experience
- Course study in Science of Fingerprints or related field
- Must possess a valid Florida driver's license

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of the correct techniques of rolling fingerprints and palm prints
- Ability to operate equipment and instruments utilized in meeting job requirements and operational responsibilities
- Knowledge of new developments in fingerprint identification gained through formal classroom training and through periodicals and journals
- Ability to search fingerprint and palm print files for comparison and identification of prints
- Skill in making fine discriminations in classifying and identifying fingerprints
- Ability to maintain a professional bearing and attitude at all times while on duty with supervisors, public, and peers
- Inter-personal skills
- Time management, organizational, and problem solving skills
- Ability to communicate effectively both verbally and in writing
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace



## PHYSICAL ABILITIES

The physical abilities listed below are requirements to perform the essential functions and responsibilities.

- Visual acuity of 20/30 vision standard in each eye; if corrective lenses must be used to satisfy 20/30 vision standard, uncorrected vision should be no worse than 20/100 in each eye.
- Hearing acuity, single hearing levels should not exceed 25 decibels at either 500, 1000, or 2000 Hz nor exceed 30 decibels at 3000 Hz frequencies in each ear.
- Sit up to 4 hours per day
- Stand up to 4 hours per day
- Walk up to 1 hour per day
- Occasionally lift up to 20 lbs.
- Occasionally bend, reach, or twist