# CLASS TITLE: FINGERPRINT TECHNICIAN III

## CHARACTERISTICS OF THE CLASS

Under general supervision, the class functions as a first-level supervisor, supervising a staff of fingerprint technicians engaged in conducting file searches and examining fingerprint impressions for positive identification as part of criminal history background investigations, and performs related duties as required

## ESSENTIAL DUTIES

- Plans, assigns, reviews, and evaluates the work of lower-level Fingerprint Technicians engaged in the examination and comparison of fingerprints using the principles of the Henry classification system of fingerprint analysis

- Receives fingerprints for review from City of Chicago police districts and the Cook County Sheriff's Criminal Apprehension and Booking System (CABS) for examination and comparison with police criminal history and arrest records

- Supervises and conducts fingerprint identification of arrestees as part of police criminal background investigations

- Supervises and conducts computerized database searches by entering search criteria into an electronically stored automated fingerprint identification system (AFIS)

- Ensures that positive fingerprint identification based on similarities to the criteria and comparable fingerprint impressions that are registered and maintained in the police AFIS database system

- Ensures computerized fingerprint impressions are organized properly before examining the patterns of friction skin ridges and comparing between ridge events of separate sets of fingerprint images to find identification matches

- Compares and evaluates positive fingerprint matches ensuring that any discrepancies are adequately explained and/or justified

- Verifies that submitted fingerprint impressions are legible and orders the impressions to be retaken when they are unacceptable

- Oversees the examination of ink fingerprint impressions for comparison with ink and scanned police arrest reports

- Interacts with City, County, and State Police agencies to troubleshoot problems resulting from fingerprint recognition errors, incorrect fingerprints on mug shots and to consolidate duplicate incident arrest records

- Evaluates fingerprints as part of the city employment background investigation process for the Department of Human Resources

- Ensures that incident arrest identification numbers are assigned via computer to establish police records for first time offenders with no prior arrest history

*NOTE:* *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

**MINIMUM QUALIFICATIONS**

### Education, Training, and Experience

- Three years of fingerprint technician work experience involving file searching and examining of fingerprints for positive identification using the Henry classification system of fingerprint analysis.

### Licensure, Certification, or Other Qualifications

- None

**WORKING CONDITIONS**

- General office environment

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals)
- Henry glass and/or fingerprint magnifying equipment
- Live scan or biometric fingerprint scanner

**PHYSICAL REQUIREMENTS**

- Some lifting (up to 10lbs) is required

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

### Knowledge

Considerable knowledge of:

- *Automated Fingerprint Identification System (AFIS) database, including accessing and appropriate analysis of information
- *record keeping methods, practices, and procedures
- *principles and techniques of fingerprint examination for positive identification using the Henry classification system of fingerprint analysis
- *knowledge of fingerprinting standards to take and analyze quality prints that are submitted into the AFIS database system

Some knowledge of:

- supervisory methods, practices and procedures

Knowledge of applicable City and department policies, procedures, rules and regulations

Other knowledge as required for successful performance in the Fingerprint Technician II class

### Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems

- MONITORING – Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- COMPLEX PROBLEM SOLVING – Identify complex problems and review related information to develop and evaluate options and implement solutions.
- INSTRUCTING – Teach others how to do something

Other skills as required for successful performance in the Fingerprint Technician II class

## Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK – Communicate information and ideas in specking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE – Communicate information and ideas in writing so others will understand
- CONCENTRATE – Concentrate on a task over a period of time without being distracted
- COMPARE AND RECOGNIZE DIFFERENCES – Quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)
- ORGANIZE INFORMATION -  Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g. patterns or numbers, letters, words, pictures, mathematical operations)
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns

Other abilities as required for successful performance in the Fingerprint Technician II class

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
June, 2016
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