



Fingerprint Analyst I

Salary Group: B12
Class Code: 6115

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
FINGERPRINT ANALYST I	6115	B12	\$27,840 - \$43,798
FINGERPRINT ANALYST II	6116	B14	\$31,144 - \$49,134
FINGERPRINT ANALYST III	6117	B16	\$34,918 - \$55,130

GENERAL DESCRIPTION

Performs routine (journey-level) fingerprint and palm print identification and classification work. Work involves evaluating, classifying, matching, and processing fingerprints and palm prints within identification systems. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Verifies and edits fingerprint submissions in identification systems.

Receives and processes transactions with fingerprints, palm prints, iris captures, and mugshots within identification systems.

Retrieves data and documents associated with records that potentially have multiple state identification numbers; compares and verifies the fingerprints and consolidates the records.

Verifies fingerprint submissions with palm prints match to the 10-print record.

Uses multiple computer programs and systems to research and track fingerprint transactions.

Updates and maintains several quality control methods to ensure records are current and accurate.

Compares 10-print fingerprints to thumbprints on driver's licenses or identification records for identification purposes.

Processes manual submissions in identification systems by scanning and adjusting images, entering data, performing 10-print inquiries, comparing candidates, and registering images.

Locates fingerprint cards using a complex classification filing system and the agency's numeric filing system, and manually compares fingerprint cards to existing records.

Responds to inquiries from law enforcement agencies.

May search and compare fingerprints on known and unknown deceased individuals.

May assist with external agency fingerprint training courses.

May testify in court on fingerprint identifications.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in fingerprint identification and classification work. Graduation from a standard senior high school or equivalent is generally preferred. Education and experience may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of methodologies and techniques used in fingerprint identification, of fingerprint pattern types, of methodologies of evidence custody and maintenance, and of criminal records identification systems.

Skill in recognizing, classifying, and comparing fingerprint patterns; and in the use of a computer and applicable software.

Ability to verify fingerprint classifications, to follow standardized procedures, and to communicate effectively.

REGISTRATION, CERTIFICATION, OR LICENSURE

May require registration, certification, or licensure in a specialty area.