

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	<u>CLASSIFICATION SERIES:</u> AFIS Operator	<u>SERIES NO.:</u> 1234	
	<u>MAJOR AGENCIES:</u> Attorney General only	<u>EFFECT. DATE:</u> 01/01/1980	<u>NEW EFF. DATE:</u> 06/24/1997

SERIES PURPOSE:

The purpose of the AFIS Operator occupation is to operate the Automated Fingerprint Identification Computer System.

CLASS TITLE:

AFIS Operator 1

CLASS NUMBER:

12340

EFFECTIVE DATE:

01/01/1980

NEW EFFECTIVE DATE:

06/24/1997

CLASS CONCEPT:

The entry level class works under general supervision & requires working knowledge of unit policies & procedures regarding the inputting of information into the Automated Fingerprint Identification System.

CLASS TITLE:

AFIS Operator 2

CLASS NUMBER:

12341

EFFECTIVE DATE:

01/01/1980

NEW EFFECTIVE DATE:

06/24/1997

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of unit policies & procedures regarding the inputting, verification & validating of information into the Automated Fingerprint Identification System in order to provide training &/or perform specialized services.

<u>CLASS TITLE:</u> AFIS Operator 1	<u>CLASS NO.:</u> 12340	<u>BARG. UNITS:</u> 045
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EFFECTIVE DATE:

01/01/1980

NEW EFFECTIVE DATE:

06/24/1997

JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THESE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED.)

Operates computer equipment & software associated with the Automated Fingerprint Identification System (AFIS). Operator captures fingerprint image data via electronic scanning equipment, enters arrest data, biographical data & pertinent disposition data via computer keyboard attached to an AFIS work station. Affixes information in a label format using a quality control work station & bar code printer. Reviews all entries using video display terminals.

Performs variety of clerical tasks related to computerized criminal histories (i.e., proofreads, files, distributes & mails output, totals data, maintains entry logs; responds to inquiries from the public or criminal justice agencies).

MAJOR WORKER CHARACTERISTICS:

Knowledge of addition, subtraction, multiplication & division. Skill in typing; operations of AFIS entry equipment* (scanning, bar code reading & printing equipment). Ability to copy records precisely without error; check pairs of items that are similar or dissimilar; read, copy & record figures accurately.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes addition, subtraction, multiplication & division & in writing & speaking common English vocabulary; typing skill of 45 words per minute.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Formal and continuing AFIS training as new equipment is introduced and software enhancements are made.

UNUSUAL WORKING CONDITIONS:

May work evening or night shift; work involves operation of computer work stations for long periods of time.

<u>CLASS TITLE:</u> AFIS Operator 2	<u>CLASS NO.:</u> 12341	<u>BARG. UNITS:</u> 045
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EFFECTIVE DATE:

01/01/1980

NEW EFFECTIVE DATE:

JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THESE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED.)

Operates computer equipment & software associated with the Automated Fingerprint Identification System (AFIS). Operates verification equipment (Document Control AFIS work station) to correct, verify & validate data entered & captured by the Quality Control, AutoRead and Entry 1 work stations. Sends electronic messages via AFIS to law enforcement agencies confirming entries & responding to their inquiries for criminal history requests. Generates a certified letter confirming no record responses to civilian background requests.

Trains other operators in the use of the AFIS system. Captures fingerprint image data via electronic scanning equipment, enters arrest data, biographical data & pertinent disposition data via computer keyboard attached to an AFIS work station. Affixes information in a label format using a quality control work station & bar code printer. Reviews all entries using video display terminals. Conducts tours.

Performs variety of clerical tasks related to computerized criminal histories (i.e., proofreads, files, distributes & mails output, totals data, maintains entry logs, responds to inquiries from the public or criminal justice agencies).

MAJOR WORKER CHARACTERISTICS:

Knowledge of addition, subtraction, multiplication & division. Skill in typing; operations of AFIS entry equipment* (scanning, bar code reading & printing equipment). Ability to check pairs of items that are similar or dissimilar; read, copy & record figures. (*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes addition, subtraction, multiplication & division & in writing & speaking common English vocabulary; 12 mos. exp. or 12 mos. trg. in use of AFIS equipment or equivalent; typing skill of 45 words per minute.

-Or 12 mos. exp. as AFIS Operator 1 and typing skill of 45 words per minute.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Formal and continuing AFIS training as new equipment is introduced and software enhancements are made.

UNUSUAL WORKING CONDITIONS:

May work evening or night shift; work involves operation of computer work stations for long periods of time.