

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

AFIS Operator Supervisor

SERIES NO.:

1274

MAJOR AGENCIES:

Attorney General Only

EFFECTIVE DATE:

03/07/2004

SERIES PURPOSE:

The purpose of the automatic fingerprint identification system (i.e., AFIS) operator supervisor occupation is to coordinate & administer statewide AFIS programs & provide complete, accurate & timely computerized criminal histories to law enforcement officials & agencies requesting background checks & supervise AFIS operators & support staff.

CLASS TITLE:

AFIS Operator Supervisor

CLASS NUMBER:

12745

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The supervisory level class works under direction & requires thorough knowledge of AFIS computer system in order to oversee statewide AFIS program, assist in development of unit policies & procedures & supervise AFIS operators &/or support staff.

CLASS TITLE: AFIS Operator Supervisor	CLASS NUMBER: 12745	BARGAINING UNIT: 022
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EFFECTIVE DATE:

03/07/2004

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.)

Manages statewide AFIS program (e.g., reviews & ensures accuracy of criminal history source documents; oversees processing of criminal history source documents & maintains up-to-date criminal history information of those arrested in Ohio; administers security & confidentiality of criminal records in AFIS; assists in detecting errors in AFIS & gives advice on corrective course of action), assists in developing, designing & evaluating unit policies & procedures & supervises AFIS operators &/or support staff.

Recommends & reviews goals & objectives for section; develops &/or conducts training; assists in determination of staffing levels; maintains inventory of criminal forms; operates personal computer or word processor to complete reports & retrieve information; serves in absence of immediate supervisor as necessary.

Explains information to law enforcement agencies, courts & public & private agencies; answers telephone inquiries & correspondence; attends meetings & workshops.

MAJOR WORKER CHARACTERISTICS:

Knowledge of computer system dealing with criminal history data; office practices & procedures; employee training & development; supervisory principles/techniques*; agency regulations, policies & procedures*. Skill in use of computer or word processor. Ability to deal with problems involving several variables within familiar context; gather, collate & classify information about data, people or things; independently write meaningful, concise & accurate reports; assess questions to provide appropriate information or referral; communicate with law enforcement & court personnel.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

2 yrs. trg. or 2 yrs. exp. on automated fingerprint identification system (AFIS) or system dealing with computerized criminal histories; 6 mos. trg. or 6 mos. exp. in employee training & development.

-Or 12 mos. exp. as AFIS Operator 2, 12341AG.

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.