

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

AFIS Operator

SERIES NUMBER

1234AG

MAJOR AGENCIES

Attorney General Only

EFFECTIVE

10/28/2018

SERIES PURPOSE

The purpose of the AFIS Operator occupation is to process information by using the Automated Fingerprint Identification System.

JOB TITLE

AFIS Operator

JOB CODE

12341AG

PAY GRADE

26

EFFECTIVE

10/28/2018

CLASS CONCEPT

The AFIS Operator works under direction & supervision & requires knowledge of unit policies & procedures regarding data entry & validation of information into the Cogent Automated Fingerprint Identification System (CAFIS) &/or the Computerized Criminal History System (CCH) in order to perform specialized services.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
AFIS Operator	12341AG	45	10/28/2018	26

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.)

1. Processes criminal information using the Computerized Criminal History (CCH).
 - Enters criminal arrest & disposition information into CCH using multiple input devices (i.e., keyboard, bar code reader/printer, scanner).
 - Verifies the entry of criminal fingerprint cards & disposition information for accuracy & completeness through various data entry programs.
 - Accepts, rejects, or corrects information received from courts & law enforcement agencies into the database, often generating a response to the submitting agency.
 - Adds, modifies, & deletes information in CCH.
 - Processes Interstate Identification Index (III) & Next Generation Identification (NGI) information, SSN misuse requests, consolidated, & deceased records.
 - Reviews Federal Bureau of Investigation (FBI) sync files making necessary changes as appropriate notifications.

&/OR

1. Processes civilian (applicant) information using Cogent Automated Fingerprint Identification System (CAFIS)
 - Enters information into CAFIS using multiple input devices (i.e., keyboard, bar code reader/printer, scanner).
 - Opens mail & prepares civilian (applicant) fingerprint cards for scanning, scans fingerprint, enters demographic information from civilian (applicant) fingerprint cards & files the cards accordingly.
 - Enters demographic information from civilian & applicant fingerprint cards & enters demographic information for updated background checks.
 - Generates & prepares various documents & applicant (civilian) letters for mailing.
 - Retrieves data from Computerized Criminal History (CCH) & Interstate Identification Index (III).
 - Submits Webcheck (electronic background check) transactions for walk in applicants.
 - Answers phone calls from the public regarding civilian (applicant) applicant background checks.
2. Performs other related administrative duties
 - Trains other AFIS operators on the various Identification systems & processes.
 - Researches & verifies accuracy of demographic & arrest record information.
 - Researches disputes, pulls files & verifies applicant &/or arrest or disposition information.
 - Contacts/provides information to the Quality Assurance unit with information regarding data submitted from agencies that needs correction or agencies that need training.
3. Performs clerical tasks
 - Answers & makes phone inquiries regarding arrest information & court dispositions.
 - Responds to questions from walk-in constituents.

MAJOR WORKER CHARACTERISTICS

Knowledge of addition, subtraction, multiplication & division. Skill in typing 45 wpm; use of personal computer; entry onto AFIS and CCH equipment* (e.g., scanning, bar code reading & printing equipment); 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; 12 mos. exp. or 12 mos. trg. in use of AFIS or CCH equipment or equivalent; 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 & ongoing training for new &/or enhanced AFIS equipment & software.

UNUSUAL WORKING CONDITIONS

Will operate computer for long periods of time.