STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	CLASSIFICATION SERIES: Identification Supervisor	SERIES NO.: 2611
	MAJOR AGENCIES: Attorney General	EFFECTIVE DATE: 01/09/2005

SERIES PURPOSE:
The purpose of the identification supervisor occupation is to assist in directing activities of technical fingerprint &/or civilian & criminal history record sections & to provide the law enforcement community with up-to-date criminal history data of those individuals arrested in Ohio.

Note: Class developed exclusively for use by Office Of Attorney General.

CLASS TITLE	**CLASS NUMBER**	**PAY RANGE**	**EFFECTIVE**
Identification Supervisor	26115	13	01/09/2005

CLASS CONCEPT:
The supervisory level class works under general direction & requires thorough knowledge of fingerprinting methods & classification & automated fingerprint identification system in order to supervise identification technicians, automated fingerprint identification system operators &/or support staff.

CLASS TITLE	CLASS NUMBER	B. U.	EFFECTIVE	PAY RANGE
Identification Supervisor	26115	EX	01/09/2005	13

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.)

Assists in directing activities of & supervises identification technicians, examiners, senior examiners, automated fingerprint identification systems operators &/or support personnel in technical & automated fingerprint assignments within the civilian & criminal history record sections (e.g., assigns, reviews & evaluates work of subordinates; assists in ensuring accuracy, completeness, security & confidentiality of manual & computerized criminal history & records; assists in evaluating existing policies & in designing unit policies & procedures) & oversees processing of criminal history source documents to provide up-to-date criminal history information of those arrested in Ohio for requesting law enforcement communities of Ohio &/or nation.

Interprets & instructs subordinates automated fingerprint identification system &/or in methods of fingerprint classification (i.e., Henry & National Crime Information Center Systems & their modifications along with extensions), courtroom procedures & presentation of testimony; performs most complex identification functions.

Responds to needs of law enforcement community & non-criminal justice agencies in related matters which are complex & confidential; directs distribution of required supplies to law enforcement agencies; reviews requests for division supplies & equipment.

MAJOR WORKER CHARACTERISTICS:

Knowledge of fingerprint classification (i.e., Henry Classification System & National Crime Information Center methods with extensions & modifications; automated fingerprint identification system); supervisory principles/techniques; employee training & development; public relations. Ability to define problems, collect data, establish facts & draw valid conclusions; deal with problems involving several variables within familiar context; gather, collate & classify information about data, people or things according to established methods; handle sensitive inquiries from & contacts with officials & general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

4 yrs. trg. or 4 yrs. exp. classifying fingerprints using Henry Classification System & National Crime Information Center methods with extensions & modifications, 6 mos. of which had to have been as supervisor or lead worker.

-Or 12 mos. exp. as automated fingerprint identification supervisor; completion of basic fingerprinting course.

-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.