STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	**CLASSIFICATION SERIES:** Fingerprint Examiner	**SERIES NO.:** 2611	
	MAJOR AGENCIES: Attorney General only	**EFFECT. DATE:** 01/01/1980	**NEW EFF. DATE:** 06/24/1997

SERIES PURPOSE:

The purpose of the Fingerprint occupation is to classify fingerprint cards, identify incoming fingerprint cards, maintain section of master files, correct misclassified master fingerprint cards & initiate research by using the Henry Classification System & National Crime Information Center methods of identifying prints via computer or manual system.

At the lower levels, incumbents receive instruction &/or perform the duties of identifying prints in order to classify, identify, file & fingerprint individuals. At the higher level, incumbents perform specialized Identification tasks & train lower level Fingerprint Technicians & Examiners.

CLASS TITLE:
Fingerprint Technician

CLASS NUMBER:
26110

EFFECTIVE DATE:
01/01/1980

NEW EFFECTIVE DATE:
06/24/1997

CLASS CONCEPT:
At the lower level, the incumbents receive instruction in use of the Automated Fingerprint Identification System in order to classify, identify &/or sequence fingerprints via computer or manual system.

CLASS TITLE:
Fingerprint Examiner

CLASS NUMBER:
26111

EFFECTIVE DATE:
01/01/1980

NEW EFFECTIVE DATE:
06/24/1997

CLASS CONCEPT:
Full performance level class works under general supervision & requires working knowledge of unit policies & procedures as well as the Henry Classification System & National Crime Information Center methods of identifying prints in order to classify, identify, file & fingerprint individuals.

CLASS TITLE:
Senior Fingerprint Examiner

CLASS NUMBER:
26113

EFFECTIVE DATE:
01/01/1980

NEW EFFECTIVE DATE:
06/24/1997

CLASS CONCEPT:
Full performance level class works under direction & requires thorough knowledge of unit policies & procedures as well as the Henry Classification System & National Crime Information Center methods of identifying prints, & be proficient in the use of the Automated Fingerprint Identification Computer System in order to train Fingerprint Technicians & to perform specialized Identification tasks.

CLASS TITLE:	CLASS NO.:	BARG. UNITS:
Fingerprint Technician	26110	048

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.)

Under the direction & tutelage of a Senior Fingerprint Examiner, participates in activities designed to receive instruction in use of Automated Fingerprint Identification System (AFIS) as it pertains to fingerprints; (e.g., classify &/or sequence fingerprints using Henry Classification & National Crime Information Center (NCIC) methods along with extensions & modifications; identifies incoming fingerprint images via computer or manual system).

Processes inquiries related to name indices when those tasks are in direct correlation to the identification of fingerprints; pulls pockets; refiles; fingerprints individuals for personal identification under the direction or more experienced personnel.

MAJOR WORKER CHARACTERISTICS:

Knowledge of (1) Henry Classification System (i.e., HCS)*, (2) National Crime Information Center (i.e., NCIC) methods along with extensions & modifications*, (3) Identification techniques used in sequencing of fingerprints*; skill in (4) operating Automated Fingerprint Identification System as it pertains to fingerprints*; ability to (5) define problems, collected data, establish facts & draw valid conclusions, (6) read & record figures accurately, (7) copy records precisely without error, (8) gather, collect & classify information about data, people or things, (9) work alone on most tasks.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of Basic Fingerprint Identification course; formal education in arithmetic that includes addition, subtraction, multiplication & division, & in reading, writing & speaking common English vocabulary.

-Or 3 yrs. exp. working with Computerized Criminal History data; formal education in arithmetic that includes addition, subtraction, multiplication & division, & in reading, writing & speaking common English vocabulary.

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

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

On-the-job training class designed to teach Henry Classification System & National Crime Information Center methods with extensions & modifications & the Automated Fingerprint Identification System; formal training programs offered by the Ohio Peace Officer Training Academy or other recognized training institutions which are designed to supplement, reinforce, or enhance the Identification Trainee's knowledge.

UNUSUAL WORKING CONDITIONS:

Not applicable.

CLASS TITLE:	CLASS NO.:	BARG. UNITS:
Fingerprint Examiner	26111	048

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.)

Performs Identification tasks (i.e., requiring use of Automated Fingerprint Identification System (AFIS) & Henry Classification & National Crime Information Center (NCIC) methods along with extensions & modifications) in order to identify incoming fingerprint images via computer or manual system.

Processes inquiries related to name indices when required; corrects misclassified fingerprint cards completed by other technicians; makes corrections & initiates research; assists Senior Fingerprint Examiners as needed; pulls pockets & refiles when those tasks are in direct correlation to the identification of fingerprints; fingerprints individuals for personal identification.

MAJOR WORKER CHARACTERISTICS:
Knowledge of (1) Henry Classification System (HCS), (2) National Crime Information Center (NCIC) methods along with extensions & modifications, (3) Identification techniques used in classifying & sequencing of fingerprints; skill in (4) Semi Read Identification & Identification check work stations of the Automated Fingerprint Identification System (AFIS)*; ability to (5) define problems, collect data, establish facts & draw valid conclusions; (6) read & record figures accurately, (7) copy records precisely without error, (8) gather, collect & classify information about data, people or things, (9) work alone on most tasks.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
1 yr. exp. as an Fingerprint Technician, Classification No. 26110AG.

-Or 1 yr. exp. identifying & sequencing fingerprints using Henry Classification & National Crime Information Center (NCIC) methods along with extensions & modifications; & 1 yr. exp. in use of Automated Fingerprint Identification System (AFIS).

-Or 2 yrs. trg. & 2 yrs. exp. in identifying & sequencing fingerprints using the Henry & NCIC Systems along with extensions & modifications with a recognized governmental agency.

-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:
May require overnight travel.

CLASS TITLE:	CLASS NO.:	BARG. UNITS:
Senior Fingerprint Examiner	26113	048

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.)

    Performs specialized Identification tasks (i.e., requiring use of Automated Fingerprint Identification System (AFIS) & Henry Classification & National Crime Information Center (NCIC) methods along with extensions & modifications) (e.g., processes file searches & fingerprint classifications regarding unknown dead print impressions, faxed requests & special record requests, double states, expungements & sealed records as outlined in Ohio Administrative Code 190.60 & Ohio Revised Code 2953.31-36, as well as performing all lower level functions within the series. Conducts searches & comparisons of single inked fingerprints on checks & other documents.

Provides work direction & training over lower level Fingerprint Technicians & Fingerprint Examiners. Reviews activities to insure accuracy & completeness of work performed & disseminates information to authorized agencies.

Provides training to law enforcement officers & civilian employers in fingerprint identification techniques & related identification problems; provides record checks for law enforcement agencies & other approved agencies or individuals by telephone or face-to-face contacts; responds to needs of the law enforcement community in related matters which are complex & confidential; conducts tours of facilities & testifies in court when subpoenaed.

MAJOR WORKER CHARACTERISTICS:
Knowledge of (1) Henry Classification System (HCS), (2) National Crime Information Center (NCIC) methods along with extensions & modifications, (3) Identification techniques used in classifying & sequencing of fingerprints; skill in (4) Semi Read Identification, Identification check & Identification Supervision work stations of the Automated Fingerprint Identification System (AFIS); ability to (5) define problems, collect data, establish facts & draw valid conclusions, (6) read & record figures accurately, (7) prepares & deliver speeches before specialized audiences & general public, (8) gather collect & classify information about data, people or things, (9) handle sensitive inquires from & contacts with officials & general public.   (*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
4 yrs. exp. as a Fingerprint Examiner, Classification No. 26111AG.

-Or 2 yrs. exp. as a Fingerprint Technician, Classification No. 26110AG, plus 2 yrs. exp. as a Fingerprint Examiner, Classification No. 26111AG.

-Or 2 yrs. exp. as a Fingerprint Examiner, Classification No. 26111AG, & 3 yrs. Exp. in classifying & sequencing fingerprints using the Henry & NCIC Systems along with extensions & modifications from a recognized governmental agency.

-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:
May require overnight travel.