



City of Phoenix
FINGERPRINT TECHNICIAN
ASSIGN: LEAD

JOB CODE 01221

Effective Date: Rev. 10/12

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to classify, search, compare, and verify fingerprints. Work is performed using the Automated Fingerprint Identification System (AFIS) or a manual system. Duties include recording information in various administrative logs, filing and maintaining fingerprint cards, and operating a remote computer terminal for query and data entry. Incumbents routinely provide guidance to Police Records Clerks and may be assigned lead responsibilities in emergencies. Some positions assist Forensic Scientists by entering high quality latent prints obtained from crime scenes into the AFIS system, and marking minutiae points and the core of the print. Work is performed under the general supervision of the Police Records and Identification Bureau Shift Supervisor. Shift, weekend, and holiday work is required.

The following Lead Assignment job description is meant to apply to all like titles, regardless of any assignment or designation.

DISTINGUISHING FEATURES OF THE ASSIGNMENT:

The fundamental reason a Lead Assignment exists is to assist in supervising other employees. This lead work is in addition to the regular duties as described in the base classification job description.

While the duties of Lead positions can vary by department and work group, some examples of Lead responsibilities include:

- Training new and current employees.
- Assigning, reviewing, and approving work.
- Handling the more complex and technical problems and customer inquiries in the work unit.
- Supervising a work unit whenever the regular supervisor is absent.
- Completing various activity statistical reports, budget monitoring, and/or other special projects.
- Ensuring that department management is informed of critical issues or other emergencies.
- Providing input on employee performance evaluations and disciplinary actions.



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- Handling the day-to-day scheduling of employee breaks, work periods, and coverage of work stations or public counters.
- Ensures work is performed in compliance with section/division/department standards and established deadlines.
- Depending on staff assignment may perform other duties and tasks.
- **Lead*U7:** Some Lead positions, such as "Lead-Unit 7," perform the full range of supervision over others. This would include the examples above, plus such responsibilities as conducting employee performance appraisals; approving leave and overtime; and handling hiring, firing, discipline, and grievances of employees as a first-level supervisor.
- The Lead assignment is distinguished from the base classification by supervisory responsibilities, responsibility for the more complex and technical work situations, the independence with which duties are performed, and decision making authority.

ESSENTIAL FUNCTIONS:

- Receives and verifies bookings from jail and makes identification by comparing fingerprints;
- Conducts searches through AFIS, other law enforcement databases (i.e., PACE, CAD, ACIC, NCIC, and ACJIS), or a manual file system.
- Process arrest records and Live Scan fingerprints.
- Compares fingerprints for compatibility and verifies the identity of suspects, applicants, or other persons.
- Accurately enters fingerprint cards into AZAFIS.
- Uses a computer for query and data entry;
- Records information in various administrative logs;
- Classifies fingerprints by analyzing and blocking pattern types;
- Receives and verifies bookings from jail and makes identification by comparing fingerprints;
- Edits minutiae points of fingerprints using a computer mouse.
- Communicates with other law enforcement agencies or information centers, such as ACIC/NCIC and NLETS;
- Classifies and files materials, such as fingerprint cards, photographs, and criminal history documents, and releases information to authorized personnel as directed;
- Testifies in court as needed in fingerprint card information.
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

Required Knowledge, Skills and Abilities:



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Knowledge of:

- Methods and policies on using various law enforcement databases (i.e., PACE, CAD, ACIC, NCIC, and ACJIS).
- Federal, State, AZAFIS, department rules and regulations, policies and procedures, and statutes governing security and privacy of record information.
- Modern office practices, procedures, methods and equipment operations.
- Standard fingerprint classification methods, practices, records and equipment in identifying persons.

Ability to:

- Analyze minute similarities and differences of fingerprint images to establish identify of individuals.
- Enter data or information into a computer terminal using a keyboard, mouse, or other input device.
- Work cooperatively with other City employees.
- Remain in a sitting position for extended periods of time.
- Review or check the work products of others to ensure conformance to standards.
- Learn job-related material primarily through oral instruction and observation.
- Enter data or information into a terminal, PC, or other keyboard device.
- Practice workplace and environmental safety.

Additional Requirements:

- This classification requires unrestricted certification through the Arizona Automated Fingerprint Identification System (AZAFIS) Terminal Operator Certification (TOC).
- Appointments to positions in the Police Department are subject to meeting appropriate polygraph and background standards.
- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

ACCEPTABLE EXPERIENCE AND TRAINING:

One year of experience performing specialized clerical work involving the receipt, filing, and maintenance of files and records related to criminal justice activities, including six months of experience in the classification of fingerprints and the ability to do general typing, plus completion of training in fingerprint identification techniques. Other combinations of experience and education that meet the minimum requirements may be substituted.



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