**Class Summary**

The responsibilities of this classification include identifying individuals by using the AFIS computer to search and store fingerprints, examining friction ridge detail to make identifications, and using specialized computer applications to resolve identification issues.

**Distinguishing Characteristics**

This is a single level classification in support of King County’s regional Automated Fingerprint Identification System (AFIS) program. Incumbents are trained as experts in examining fingerprints. The work is typically performed in an office setting, with some potential for field and laboratory work.

This classification is distinguished from the Identification Technician in that the Identification Technician’s primary responsibility is to effectively maintain physical contact with inmates while obtaining fingerprints, mugshots and DNA samples. It is also distinguished from Latent Print Examiners, in that Latent Print Examiners have advanced training and expertise in major or complex crime scenes, chemical and sequential processing, latent print examination, and court testimony as a forensic expert.

**Examples of Duties**

1. Use AFIS to scan, search, compare, and store fingerprint records. Input demographic data and perform quality adjustments to images as needed.
2. Analyze and compare fingerprints to make identifications, using rolled or flat fingerprint impressions.
3. Perform fingerprint, name, alias and warrant searches using AFIS and other systems to determine identity; analyze and resolve identity problems for law enforcement, corrections, and courts.
4. Use Livescan or ink to capture fingerprints for use in resolving identity issues.
5. Prepare written reports about conclusions, maintain logs and records of work performed such as expunging, vacating or sealing conviction and arrest records.
6. Troubleshoot basic AFIS computer problems, work with vendor service engineers to resolve issues.
7. Testifies in court regarding the work performed, the fingerprint examination process, and the underlying principles and basis behind conclusions.
8. Maintain qualifications as an expert; keep apprised of relevant court cases, current publications, and professional journals.
9. May provide educational presentations for citizens’ academies, local schools and tours of the units.
10. Research and make recommendations for procedural changes.
11. May assist with requests to process crime scenes and evidence for latent prints using basic techniques, prepare detailed notes, and transport collected evidence.
12. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of the technology, techniques, and best practices for the capture, classification, examination, and identification of fingerprints or friction ridge detail

Knowledge of laws, policies and procedures regarding the use and dissemination of criminal history data

Knowledge of AFIS, Livescan, detention records systems, warrant systems, and computerized criminal history record systems

Skill in the analysis, comparison, and accurate identification of fingerprints of varying quality

Skill in using ink or Livescan methods to capture quality fingerprints, sometimes on incapacitated or deceased individuals

Knowledge of basic latent fingerprint processing techniques

Skill in completing work assignments and documenting information with a high degree of accuracy

Skill in maintaining confidentiality and following security procedures

Skill in maintaining professional demeanor at all times, including giving clear, credible and accurate testimony during judicial proceedings

Skill in providing excellent customer service, including problem-solving abilities

Skill in handling multiple competing priorities with efficiency

Skill in analytical thinking, problem solving and conflict-resolution

Ability to work within a 24 hour, seven day work week, which may include nights, weekends, and holidays

Ability to communicate effectively and professionally, in person and in writing, and convey technical issues to non-technical audiences

Ability and willingness to drive various types of county vehicles

Ability to work independently and as a team member

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

This is a Civil Service classification. All incumbents must be United States citizens and be able to read and write the English language. Offers of employment are contingent on passing both a thorough background investigation and polygraph examination.

Valid Washington State driver license

Additional licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required.

|  |  |
| --- | --- |
| **FLSA Designation** | Non-exempt |
| **Service Status** | Career Service |
| **EEO Code** | 3 |
| **Levels within same series** | None |
| **Class History** | 11/1996 – Created  2/2003 – Changed format and font  4/2008 – Updated template  8/2008 – Updated duties and Distinguishing Characteristics  4/2017 – Updated format and duties |