HILLSBOROUGH COUNTY
SHERIFF'S OFFICE
DAVID GEE, SHERIFF Tampa, FL

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Job Title: Fingerprint Specialist
Job Code: W2769
Pay Grade: WK
Exempt: No
Probation: Twelve-month initial probationary period

Job Overview

Perform duties examining, classifying, and filing fingerprints using the Henry Classification System, National Crime Information Center (NCIC), and the Automated Fingerprint Identification System (AFIS) to identify offenders, suspected offenders, unknown, or deceased persons or to verify identity.

Job Duties and Responsibilities

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.

- Examine, classify, and file fingerprints using the Henry Classification System, National Crime Information Center (NCIC), and the Automated Fingerprint Identification System (AFIS) to identify offenders, suspected offenders, unknown, or deceased persons.
- Perform inquiries into local, state, or federal criminal information systems to verify offender's identity, history, or outstanding warrants.
- Provide local, state, and federal law enforcement agencies or departments copies of fingerprints, photographs, or arrest records to assist them in investigations.
- Take records and maintain fingerprints, palm prints, and foot print impressions of offenders and of persons requiring fingerprint verification; maintain related name indexes and criminal history files.
- Investigate citizen complaints of wrongful name use, compare documents and fingerprints to ensure correct identity, and provide documentation to avoid wrongful arrests.
- Operate and perform limited maintenance of video-imaging system, live-scan fingerprinting system, and automated fingerprint identification system equipment.
- Assist in the training of less qualified or experienced employees.
- Perform limited photo-print processing.
- Compile data to prepare documents and reports.
- Testify in court to facilitate the understanding of print examinations, identifications, classifications, and filing procedures and actions.
- Chemically process paper products (evidence) in an effort to develop latent prints for comparison.
- May be required to provide operational support during periods of local, state, and national emergencies in the fingerprinting of decedents during emergency situations due to plane crashes, man-made, and natural disasters.
- Perform other related duties as required.

Knowledge, Skills, and Abilities

- Working knowledge of the Henry, NCIC, and AFIS Fingerprint Classification Systems.
- Working knowledge of the science of fingerprint identification.
- Working knowledge of alphabetic and numeric filing systems.
- Working knowledge of various computer systems used in the identification of fingerprints.
- Working knowledge of court procedures.
- Some knowledge of photographic equipment operation.
- Skill in making contact photos and print processing.
- Skill in the operation of video-imaging and live-scan fingerprinting equipment and computer terminals.
- Skill in taking quality finger, palm, and foot prints.
- Skill in examining, identifying, comparing, and matching fingerprints.
- Skill in chemically processing paper products (evidence) for latent print development.
- Ability to communicate effectively both orally and in writing.
- Ability to collect, organize, and evaluate data and to develop logical conclusions.
- Ability to accurately sort, file, and/or retrieve material using alphabetical, numerical and chronological systems.
- Ability to work under stressful conditions.
- Ability to handle confidential information.
- Ability to use a computer and related software.
- Ability and willingness to work outside in a subtropical climate under adverse weather conditions.

Minimum Qualification(s)

Note: Applicants must meet the following requirement(s) to be considered minimally qualified for the job.

Graduation from high school or possession of a GED Certificate; and
Two years of experience classifying or identifying fingerprints using the Henry Fingerprint Classification System.
OR
Graduation from high school or possession of a GED Certificate; and
Successful completion of the Fingerprint Specialist Trainee program.

Additional Requirements

- Possession of a valid Florida driver's license at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months.
- No illegal drug use after 30 years of age.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- Prior military personnel must not have a dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a criminal background investigation or update including polygraph, reference/employment/neighborhood checks, and medical evaluation.