

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED SEPTEMBER 2011
RANGE: 38.0
CLASSIFIED
CODE: 4

FINGERPRINT TECHNICIAN

DEFINITION

Under supervision, to perform the process of fingerprinting using a computerized machine.

Perform specialized and responsible clerical and secretarial functions.

EXAMPLES OF DUTIES

Serve as primary fingerprinting expert;

maintain and update a fingerprint related database;

receive money and maintain record of cash receipts;

greet and assist clients upon their entering the department;

work directly with outside agencies related to the fingerprint clearance process, i.e. Dept of Justice, Federal Bureau of Investigation;

maintain Identix Livescan machine by performing routine maintenance and requesting service when needed;

reconcile statements, request budget transfers, and process payments in connection with fingerprint fees;

respond to inquires from personnel and the general public both in person and by phone concerning matters related to fingerprint procedures, position vacancies, and policies, regulations and guidelines of the office.

QUALIFICATIONS

Knowledge of:

Appropriate and tactful telephone and public contact etiquette;

organization and coordination of clerical functions at an above average level of responsibility;

correct English language usage, grammar, spelling, and punctuation;

operation of standard office equipment, including computers.

Ability to:

Maintain the security of sensitive, confidential, and privileged information;

perform appropriately in situations requiring tact and good judgment;

learn, interpret, and apply legal mandates, policies, rules, and regulations;

type or keyboard at a net corrected speed of 40 words per minute;

stand for long durations, up to eight hours per day;

physically move a persons arms, hands and fingers for the purpose of fingerprinting via a computer;

effectively and efficiently, perform general accounting and clerical functions;

understand and carry out oral and written directions;

establish and maintain comprehensive and accurate files and records, and prepare concise and complete reports as required;

maintain Department of Justice (DOJ) Certification Certificate;

maintain cooperative working relationships.

Experience:

Two (2) years of responsible and varied secretarial and clerical experience;

Education:

Education equivalent to high school diploma.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

Must pass a State and Federal level background check and be approved as a Certified Fingerprint roller by the California Department of Justice.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: gs

11/16/15

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