# Fingerprinting Technician

# Grade: 5

## FLSA: Non-Exempt

**Date: 07/22**

**Job Summary** This non-critical position participates in the Agency’s fingerprint program whose purpose is to provide fingerprint services to the general public and allied agencies. The employee receives supervision from, and reports directly to, the Crime Lab Supervisor. Work is evaluated through observations, conferences, and reports. Performs other duties as assigned.

**Essential Functions:**

1. Type and distribute various correspondence, reports, memos, etc;
2. Reconcile and accurately calculate monies received on a daily basis;
3. Ability to take daily money collected to the Sheriff’s Office Fiscal Department;
4. Ability to secure the live Scan machines which is used for fingerprinting;
5. Ability to fingerprint citizens, and accurately enter data into the Live Scan computer program of CJIS;
6. Answer incoming phone calls, and provide general information regarding fingerprint schedules;
7. Answer questions from citizens who enter the Sheriff’s Office Lobby pertaining to fingerprinting;
8. Schedule appointments regarding fingerprint requests;
9. Attend and participate in meetings and training sessions, as required;
10. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain working knowledge of St. Mary’s County Government policies and procedures;
2. Ability to act as a representative of St. Mary’s County Government to the public;
3. Ability to gain knowledge of the staff, activities, and operations of assigned department;
4. Ability to effectively communicate with other staff members;
5. Ability to prioritize and multitask;
6. Ability to operate relevant computer systems, including hardware and software, and basic office machines;
7. Basic math and language skills;
8. Knowledge of the principles and practices, rules and regulations found in Standard;
9. Operating Procedures (SOP), and other manuals pertinent to the assigned job classification;
10. Ability to read, write, and speak English in a clear, effective manner, using proper pronunciation, diction, and grammar;
11. Possess strong community relations skills and the ability to communicate effectively and coherently with other Agency personnel and the public, either in person or by the telephone;
12. Ability to interact with and exhibit sensitivity to people of various ethnic, religious, gender, racial, and socioeconomic backgrounds;
13. Ability to understand oral and written instructions, to speak effectively and articulately, to demonstrate good listening skills, and to convey concern, understanding, and empathy;
14. Ability to enter and retrieve data from computer systems;
15. Ability to utilize a high level of discretion, good judgment, and confidentiality;
16. Ability to maintain composure and work effectively in situations of on the job pressure;
17. Ability to plan, organize and effectively present ideas and concepts to groups;
18. Ability to read and comprehend various documents.
19. Ability to learn and apply training provided by the Agency or designated agency;
20. Must be able to attend and complete the CJIS “Techniques of Fingerprinting” training;
21. Ability to maintain a high level of accuracy in assigned tasks;
22. Knowledge in the use of office equipment such as a typewriter, calculator, computer, fax, and copy machines;
23. Ability to comprehend, understand and adhere to, at all times, Agency policies, procedures, rules, and regulations;

**Additional Requirements:**

1. Must successfully receive favorable comprehensive background investigation;
2. Must have valid Maryland driver’s license with a good driving record;
3. Must pass a pre-employment drug test;
4. Ability to work some evening shifts.

**Education and Experience:**

1. High school diploma or G.E.D.;
2. Six months or more of related experience;
3. Or equivalent technical training, education, and/or experience.

**Physical and Environmental Conditions:**

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe work place practices with office equipment, and/or avoidance of trips and falls.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date