

Position Code: 7005	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 3

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to perform technical fingerprint analysis and comparisons, evaluation, and verification (ACE-V); and to assist in the processing of crime scenes on complex cases at the direction of the Unit Supervisor. The class works within a general outline of work to be performed; develops work methods and sequences under regular supervision. SPECIAL REQUIREMENTS: Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term departmental needs and/or City-wide emergencies.

TYPICAL TASKS

- Examines and evaluates crime scene latent prints.
- Compares latent prints to inked fingerprints.
- Prepares latent and inked fingerprints for submission to the Automated Fingerprint Identification System-NEC Technologies.
- Locates, isolate, collect, analyze, compare and identify fingerprints.
- Provides expert testimony as to the comparison and identification of fingerprints.
- Receives and maintains VCIN certification.
- Operates an MP-4 copy camera.
- Prepares examination reports and displays for court.
- Maintains fingerprint files.
- Maintains AFIS certification.
- Responds to and processes crime scenes.
- Attends case or staff meetings to exchange information; attends in-service training and technical or professional classes, seminars, or conferences to improve technical or professional skills.
- Performs routine office tasks, such as typing, filing, faxing, phoning, and copying.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
Interpersonal/People Involvement	Gives information, guidance, or assistance to people to directly facilitate task accomplishment; may give instructions or assignments to helpers or assistants.
Reasoning Requirements	Performs skilled work involving rules/systems but solves problems almost constantly.
Mathematical Requirements	Uses basic algebra involving variables and formulas, basic geometry involving plane and solid figures, circumferences, areas, distances, angles, and volumes, and computes ratios, rates, and percents.
Language Requirements	Reads journals, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations; composes original reports, training and other written materials using proper language, punctuation, grammar, and style; presents training programs.
Mental Requirements	Performs specialized technical and entry level professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized technical or professional principles and practices in the solution of problems; requires normal attention with short periods of concentration for accurate results and frequent exposure to unusual pressure.

Decisions/Supervisory Control	Directs actions of others, making decisions almost constantly, affecting coworkers, crime victims, and others in the general or professional public.
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EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education in forensic science or closely related field.
Experience	Requires a minimum of one year of experience as a Certified Fingerprint Examiner or four years of experience with police forensic evidence work.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards. Must become a Certified Fingerprint Examiner within two years of hire. Special skills or equipment certification may be required.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.