

<b>Job Class Code: 7003</b>	<b>FLSA Status: Non-exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 3</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to perform technical fingerprint analysis comparisons, evaluation and verification (ACE-V); and to assist in the processing of crime scene 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.

<b>TYPICAL TASKS</b>
<ul style="list-style-type: none"> <li>• Conducts fingerprint comparisons in a training capacity.</li> <li>• Operates and conducts latent searches via the Virginia Automated Fingerprint Identification System (AFIS) under close supervision.</li> <li>• Locates, isolates, collects, analyzes, compares and identifies fingerprints.</li> <li>• Understands and ensures the preservation of evidence integrity.</li> <li>• Operates and maintains photographic and other equipment.</li> <li>• Prepares and maintains fingerprint files, records and reports.</li> <li>• Attends case or staff meetings to exchange information; attends technical and professional classes, seminars or conferences to improve and maintain proficiency in current and evolving techniques, procedures and equipment.</li> <li>• Performs routine office tasks including and not limited to typing, filing, faxing, telephoning and copying.</li> <li>• Performs other related duties as assigned.</li> </ul>

<b>GENERAL STANDARDS</b>	
<b>Data Involvement</b>	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
<b>Interpersonal/People Involvement</b>	Gives information, guidance, or assistance to people to directly facilitate task accomplishment; may give instructions or assignments to helpers or assistants.
<b>Reasoning Requirements</b>	Performs skilled work involving rules/systems but solves problems almost constantly.
<b>Mathematical Requirements</b>	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.
<b>Language Requirements</b>	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.
<b>Mental Requirements</b>	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.
<b>Decisions/Supervisory Control</b>	Guides others, making decisions almost constantly, affecting coworkers, crime victims, and others in the general or professional public.

<b>EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS</b>	
<b>Vocational/Educational Requirement</b>	Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education.
<b>Experience</b>	Requires a minimum of one month of related, full-time experience.

**Special Certifications and Licenses**

Requires a valid driver's license and a driving record that is in compliance with City Driving Standards. Special skills or equipment certification may be required. Must be able to become a court certified fingerprint examiner for ten print and latent prints within the time period prescribed by the Police Department.

**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.*

Revised 5/2018