



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 647.2

Job Title: **FINGERPRINT TECHNICIAN**

Pay Grade: 10

GENERAL SUMMARY:

Assists in fingerprinting individuals for identification to obtain and disseminate information on personal history.

RESPONSIBILITIES:

- Prints, processes and interviews individuals.
- Provides general information.
- Classifies and interprets fingerprint patterns.
- Operates an automated fingerprint system to generate information and data.
- Identifies and verifies repeat offenders.
- Performs special assignments, e.g., identifies unknowns, prints, processes and searches.
- Maintains and updates card files.

SPECIFICATIONS:

KNOWLEDGE:

Specialized training in principles, procedures, practices, routines or techniques in a specific area or trade which might normally be acquired through up to eighteen months of education or training beyond the high school level. Vocational competence in the operation of mechanical or electronic equipment may be required.

EXPERIENCE:

No experience is required. Successful completion of a basic course in fingerprinting techniques from DPS, FBI or other recognized agency is preferred.

COMPLEXITY:

Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

IMPACT OF ACTIONS:

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with clerical and technical staffs. Interaction involves routine information exchange and/or simple service activity requiring common courtesies; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves routine information exchange and/or simple service activity that requires common courtesies; e.g., directing calls and answering simple questions.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Fingerprint Technician
Senior Fingerprint Technician
Fingerprint Technician Supervisor

Effective: October 1990

Revised: July 2006