



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 647.3

Job Title: **SENIOR FINGERPRINT TECHNICIAN**

Pay Grade: 13

### **GENERAL SUMMARY:**

Fingerprints individuals for identification to obtain and disseminate information on personal history.

### **RESPONSIBILITIES:**

- Operates automated fingerprint system to print and process individuals.
- Maintains quality control of operating procedures and work assignments.
- Performs a variety of general administrative activities.
- Identifies unknown arrested persons.
- Maintains and updates fingerprint card files.
- Classifies fingerprints for quick reference and filing.
- Conducts audits of criminal records and makes revisions.

### **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:**

One year of experience as a fingerprint classifier is required. Successful completion of a basic course in fingerprint 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 moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

## **SPECIFICATIONS: (continued)**

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

No direct report employees.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with professionals and supervisors. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; 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 courtesy; e.g., directing calls and answering simple questions.

### **PHYSICAL EFFORT:**

The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

### **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: August 1991*