



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 647.6

Job Title: **FINGERPRINT TECHNICIAN SUPERVISOR**

Pay Grade: 16

GENERAL SUMMARY:

Supervises and directs the technical activities involved in collecting, processing and disseminating civil and criminal record information.

RESPONSIBILITIES:

- Supervises, trains and evaluates personnel and work activities.
- Verifies completeness of current processed records.
- Instructs personnel on interviewing and advanced fingerprinting skills and techniques.
- Processes known and unknown deceased prints submitted for prior record information or identification.
- Reviews current criminal records for accuracy.
- Maintains a master card file to ensure the proper identification of individuals.
- Consolidates the duplication of applicant and criminal record information.
- Fingerprints juveniles and known and unknown suspects at the request of officers for the purpose of identification or investigation.
- Assists investigators with the identification of wanted individuals utilizing fingerprints.
- Testifies as an expert witness when subpoenaed by a court of law.

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:

Two years of experience as a fingerprint classifier are required.

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and procedures.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions such as hirings, terminations, and pay changes of non-supervisory personnel.

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 occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

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