



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

FINGERPRINT SPECIALIST III

Job Number: 20000729

Job Code: 24830V150416

Job Group: 2400 - AUXILIARY LAW ENFORCEMENT

Job Established: 02/16/2005

Job Revised: 04/16/2015

Grade: 12	Salary (MIN - MID):	Special Entrance Rate:
	\$14,938-\$19,789 - Hourly	NONE
	\$2,427.44-\$3,215.72 - 37.5 Hr. Monthly Salary	NONE
	\$2,589.26-\$3,430.10 - 40 Hr. Monthly Salary	NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Independently performs duties in inked to inked fingerprint identification via entry and verification of fingerprint records in the Automated Fingerprint Identification System (AFIS); Trains employees in the Fingerprint Specialist I job title; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate and 54 semester hours from a college or university.

EXPERIENCE:

Must have three years of experience in fingerprint comparison, lab development of latent fingerprint evidence or field development of latent fingerprint evidence.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Work experience in fingerprint comparison, lab development of latent fingerprint evidence or field development of latent fingerprint evidence, or as a law enforcement officer will substitute for the required college on the basis of one year of experience for two years of college.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess and maintain a valid driver's license prior to appointment in this classification. Must maintain a valid driver's license

for length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains a valid driver's license.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Acts as an expert in the field of inked to inked fingerprint identification. Oversees the entry and verification of fingerprint records into the Automated Fingerprint Identification System (AFIS). Performs priority inked fingerprint comparisons for other state and federal law enforcement agencies, which may require supplementary reports and expert court testimony. Continuously maintains the Kentucky State Police master fingerprint file through the consolidation of duplicate records and the alleviation of problem cases. Analyzes and confirms identity, through use of fingerprint ridge detail, which is part of the verification process generated by entries into the AFIS. Determines which fingerprint images are retained as the master search set. Manually (ink and paper) or electronically (Live Scan) fingerprints civilian applicants and new employees. Trains entry level employees in the Fingerprint Specialist job title. Oversees the accuracy of work produced by the Fingerprint Specialist I's and II's. Conducts training of other law enforcement or civilian personnel, in the procedures and importance of inked fingerprinting techniques. May act as either the primary or secondary Evidence Custodian, whose duties include the receipt, administrative processing, secure storage, transportation and disposition of physical evidence. May be called upon to provide additional support to the Forensic Latent Analysts at serious incident scenes such as natural disasters, acts of terrorism or mass casualties.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting. May be exposed to hazardous chemicals and/or fluids when obtaining and/or analyzing fingerprints. Occasional travel may be required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.