

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Latent Print Examiner</u>
Sch & Grade	<u>PAT-7</u>
Class Code	<u>CA31</u>
FLSA Status	<u>Non Exempt</u>
Bargain Unit Elig.	<u>AFSCME</u>
Occupational Group	<u>Public Safety Support & Security</u>

PRIMARY PURPOSE:

Conducts examination and comparison of latent fingerprints and renders expert opinions on these comparisons.

SUPERVISION:

Under the general supervision of the assigned unit supervisor.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Responsible for the classifying of all fingerprint cards of those persons arrested using the 10 Finger Henry System with FBI modification and extensions.
2. Maintains files of fingerprint cards and associated files.
3. Forwards fingerprint cards to federal and state agencies as required.
4. Conducts evaluation comparisons of latent fingerprint lifts from crime scenes to fingerprint cards of known persons as requested.
5. Develops and maintains single finger file system of known subjects in indicated crime categories and compares all latent prints of value to this file system in related categories.
6. Prepares court displays when necessary.
7. Testifies as an expert in federal, state, municipal, and other courts as required.
8. Conducts crime scene processing/evidence collection at major crime scenes as required.
9. Is knowledgeable of the various chemical processing techniques for latent print development.
10. Is familiar with darkroom operation.
11. Maintains and orders supplies necessary for the function of the position.
12. Instructs law enforcement personnel on fingerprinting techniques and other pertinent subjects at academy or in-service training classes.
13. Fingerprints applicants for state, federal jobs, and security clearances as directed.
14. Available to call-out duty as required.

IMPORTANT FUNCTIONS:

1. Attends training seminars, schools, or classes as required.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Knowledge of darkroom procedures. Knowledge of fingerprinting techniques and ability to complete training in crime scene processing/evidence collection procedures.

Abilities

Ability to operate photographic equipment; follow oral and written instructions; communicate effectively both verbally and in writing; deal effectively and courteously with associates and the general public; present an overall professional image; perform the essential functions of the job without posing a direct threat to the health and safety of others; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of the team in carrying out the City’s stated mission and philosophy.

Experience, Education, and Training

Graduation from an accredited college or university with an Associate's Degree in Criminal Justice, Law Enforcement, or related fields.

Physical Requirements

Performs bending, squatting, kneeling, and reaching from ground level and overhead; hold and grip objects.

Working Environment

Primarily indoors with heating and cooling regulated.

Licensing/Certification

Must be either currently certified or must be able to be certified within the probationary period by the International Association of Identification which includes three years experience in latent fingerprint work of which two years experience is in fingerprint comparisons. Must possess a valid Missouri Motor Vehicle Operator's License.

Miscellaneous Requirements

Must be able to qualify and maintain expert standing in the courts of law. Must be able to pass background investigation. Experience in Questioned Document Examination is desirable.

Last Revision:	February 13, 2012	GENERAL ORDINANCE NO.	3720
Comments:	Updated Abilities	Date:	February 1986

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____