

## **HUMAN RESOURCES BACKGROUND CHECK TECHNICIAN**

**DEFINITION:** Under general supervision, performs work of moderate difficulty in providing specialized operational support to background checks, adjudication and fingerprinting and control functions for all related data; reviews required fingerprinting and background check declaration form and consent, acknowledgment of understanding supplementary data forms for completeness and accuracy; conducts fingerprinting; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

### **TASKS:**

Reviews and verifies for completeness and accuracy all documents, (i.e., application for fingerprinting clearance, declaration form and consent, acknowledge of understanding, supplementary data forms, etc.) authorizing background checks, fingerprinting and adjudication for employees, volunteers, interns and applicants for employment; provides technical assistance and guidance to supervisors regarding required documents, background check, suitability assessment and fingerprinting processes, and applicable laws, policies and procedures.

Conducts fingerprinting and electronically transmits fingerprinting cards for processing; ensures all fingerprinting and background checks are completed in a timely manner; forwards copies of completed background checks to employee with appropriate notice to provide the employee an opportunity to verify background check information; ensures compliance with background check policies and procedures.

Participates in the development and maintenance of an automated tracking system for background checks, assessments and fingerprinting; ensures that declaration form and consent are submitted annually and that background checks are completed in accordance with applicable laws, policies and procedures; ensures confidentiality; uses discretionary judgment when requested to disclose confidential background check information on applicants, volunteers, interns and employees; prepares required documents.

### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of laws, policies and procedures pertaining to background checks, adjudication and fingerprinting.

Knowledge of fingerprinting techniques and methods.

Knowledge of computer software, word processing, databases and spreadsheet applications.

Skill in preparing a variety of records, reports and correspondence using appropriate formats.

Skill in working with computers and applicable software applications.

Skill in the operation of modern office equipment (e.g. photocopiers, personal computers).

Skill in applying judgment in the release of confidential information.

Skill in maintaining filing and records systems.

Skill in communicating effectively both orally and in writing.

Skill in establishing and maintaining effective working relationships

Ability to interpret and analyze informational needs, provide technical advice and guidance on background investigation and adjudication processes.

Ability to create, compose and edit written materials.

Ability to analyze and resolve problems.

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**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work is performed in an office environment and requires a minimum of physical effort with intermittent sitting, standing and walking.

**MINIMUM QUALIFICATIONS:**

- A high school diploma or GED, supplemented by 6 to 12 months of specialized training in general office procedures; and three (3) years of responsible office support work experience.

**PREFERRED QUALIFICATIONS:**

- An Associate's degree in Business, Computer Information or related field.
- Four (4) years of investigative technical support work experience.
- Background investigations and Adjudication Training.
- FMIS Certification.

**SPECIAL REQUIREMENTS:**

- A favorable background investigation.
- Possess a valid state driver's license.

**Supplemental Requirements:**

Incumbent must obtain Fingerprinting Certification within 90 days of date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.