

POLICE IDENTIFICATION TECHNICIAN

DEFINITION: Under general supervision, performs technical work of moderate difficulty involving the fingerprinting of persons, maintaining fingerprint records and assisting with criminal history checks; 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:

Fingerprints prisoners, law enforcement applicants and persons arrested, for identification and records purposes; maintains automated fingerprint information system; receives fingerprint cards for processing; classifies, sorts, and files card; assigns identification numbers; processes fingerprints through state/federal law enforcement agencies for history and clearance; assists in performing criminal background/history checks for employment, clearance and identification purposes.

Operates fingerprinting equipment; receives fees for fingerprinting and issues receipt; assists in identifying unidentified persons by researching and locating appropriate files and records; verifies and compiles criminal history record; verifies and provides court docket numbers; prepares required records and reports; attends meetings, in-service and other training.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of federal, state, Navajo Nation laws, rules, regulations governing aspects of department operations.

Knowledge of applicable Navajo Nation policies and procedures.

Knowledge of standard fingerprint classification methods and techniques.

Knowledge of standard office procedures and methods.

Skill in accurately classifying and identifying fingerprints.

Skill in operating a computer and a variety of office equipment.

Skill in establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS: A high school diploma or GED; and three (3) years of records management or law enforcement experience.

SPECIAL REQUIREMENTS: Within 90 days of employment must be able to obtain Fingerprinting Certification.

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.