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**IDENTIFICATION TECHNICIAN**

**SCOPE OF WORK:**

Work involves processing fingerprints for identification purposes and performing specialized administrative duties within the Criminal Records and Identification Unit of the Bureau of Criminal Investigation Division of the Office of the Attorney General.

**DUTIES PERFORMED AT ALL LEVELS:**

- Operate the Automated Fingerprint Identification System (AFIS) for entry, search, and comparison of electronic fingerprint images.
- Enter information on criminal and custodial fingerprint cards to submit to AFIS and to the Federal Bureau of Investigation (FBI) for identification purposes.
- Examine fingerprints on fingerprint cards for completeness and clarity; develop standardized fingerprint classifications; compare fingerprint cards utilizing standardized classifications along with individual fingerprint characteristics.
- Provide positive identification of individuals to assist law enforcement agencies.
- Maintain the Computerized Criminal History (CCH) database; notify law enforcement agencies on incomplete or incorrect data; assign state identification numbers; enter and update demographic and arrest data; review and enter prosecution information and court case dispositions; maintain the Central Warrant Information System (CWIS), National Criminal Information Center (NCIC), and protection/disorderly conduct restraining order databases.
- Maintain the fingerprint cards using approved filing methods and receiving, inputting, editing, and purging file data as required.
- Conduct criminal justice record checks for federal, state, and local law enforcement agencies and courts; identify and retrieve information utilizing computerized systems to access local, interstate, and foreign databases.
- Conduct non-criminal justice record checks; receive fees; follow up on incomplete or missing information; disseminate information in accordance with state law and administrative rules.
- Conduct fingerprint-based record checks; receive, document, and reconcile fees, utilize computer systems to electronically submit fingerprint card to the FBI; receive and route responses to appropriate agency.

<p>NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.</p>
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**IDENTIFICATION TECHNICIAN I**

5012

GRADE F

**LEVEL DEFINITION:**

Work at this level of the series is performed under close supervision and is generally considered a training level. Incumbents will apply skills obtained through completion of the training to meet requirements for the law enforcement telecommunications license, the FBI Basic Fingerprint Classification Course, and basic AFIS operator's training.

**ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:**

- None.

**MINIMUM QUALIFICATIONS:**

Requires an associate degree with coursework in business, clerical, information management, or criminal justice, and one year of work experience in office or administrative support or criminal justice-related duties that included the use of personal computer database software and the maintenance of a specialized records system. Additional work experience as described may substitute for the education requirement on a year-for-year basis.

**IDENTIFICATION TECHNICIAN II**

5013

GRADE H

**LEVEL DEFINITION:**

Work at this level involves performing standard identification work at the fully competent level. A lead worker may assist in handling unusual or non-routine tasks. Incumbents will apply skills obtained through advanced AFIS operator's training.

**ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:**

- Conduct training for staff of local law enforcement offices and entities receiving FBI fingerprint-based record checks in the proper preparation and handling of fingerprint cards, use of the telecommunication system to conduct record system inquiries, procedures for requesting record checks, reading criminal rap sheets, and confidentiality requirements.
- Conduct audits to ensure compliance with records use, storage, and confidentiality requirements.
- Respond to inquiries for information and/or documents through verbal and written communication.

- Participate in training other identification technicians in work unit processes and procedures.

MINIMUM QUALIFICATIONS:

Requires an associate degree with coursework in business, clerical, information management, or criminal justice, and one year of work experience performing duties similar to those at the Identification Technician I level. Additional work experience as described may substitute for the education requirement on a year-for-year basis. Also requires completion of the law enforcement telecommunications licensing process and the FBI Basic Fingerprint Classification Course.

**IDENTIFICATION TECHNICIAN III**

5014

GRADE I

LEVEL DEFINITION:

Work at this level involves processing latent fingerprints from crime scenes and performing ten-print comparisons. Work may include serving as lead worker among a group of identification technicians. Incumbents at this level will apply skills obtained through advanced training in latent fingerprint techniques, palm print identification, and AFIS Latent operations.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Perform fingerprint comparisons and identification on latent fingerprints from crime scenes submitted by law enforcement agencies.
- Provide input to development and implementation of work policies and procedures.
- Testify in court as an expert witness on fingerprint identification; prepare and present fingerprint evidence in court proceedings.
- May conduct training for law enforcement staff on collecting latent print evidence from crime scenes, preservation of evidence, and proper packaging techniques for latent print submissions.

MINIMUM QUALIFICATIONS:

Requires an associate degree with coursework in business, clerical, information management, or criminal justice, and two years of work experience performing duties similar to those at the Identification Technician II level. Additional work experience may substitute for the education requirement on a year-for-year basis.

Eff. Date: 08/94

Rev: 01/96 – Title changed from Fingerprint Specialist

Rev: 11/ 98 – Added two more levels, updated duties, assigned new class codes

Rev: 8/08 – Updated minimum qualifications, duties, scope and reviewed factoring

Rev: 06/10 – Revised level definitions, duties, minimum qualifications, and class evaluation

Rev: 07/12 – Conversion to Hay System