

FINGERPRINT CLASSIFICATION CLERK I
(FINGERPRINT CLASSIFCTN CLK I)

1.905

Duties Summary:

Analyzes, classifies and files fingerprint records; searches fingerprint files and compares prints for identification purposes; and performs other related duties as assigned.

Distinguishing Characteristics:

A position in this class performs preliminary fingerprint classification work according to well defined categories.

The work of a position in this class involves the analysis and preliminary classification of fingerprints, and includes searching fingerprint files and comparing prints for identification purposes, receiving applications for and issuing photo-identification certificates, and answering inquiries over the phone and at the counter.

Classification work is subject to review and approval by a higher level Fingerprint Classification Clerk, and other work is performed under the general supervision of the Civil ID Section Supervisor who has overall supervisory responsibility for the activities in the section.

Examples of Duties:

Analyzes fingerprints and performs preliminary classification according to well defined categories; searches fingerprint files to establish true name and identity of applicants; assists persons in filling out applications for obtaining identification certificates and takes legible fingerprints; gives information over the counter or telephone; types information onto various forms; and files records.

Knowledge and Abilities Required:

Knowledge of: General categories of the Henry system of fingerprint classification; fingerprint comparison and filing; office practices and procedures.

Ability to: Compare, classify and file fingerprint records; deal effectively with others; compare names and numbers rapidly

and accurately.

FINGERPRINT CLASSIFICATION CLERK II
(FINGERPRINT CLASSIFCTN CLK II)

1.906

Duties Summary:

Independently analyzes, classifies and files fingerprint records; searches fingerprint files and compares prints for identification purposes; and performs other related duties as assigned.

Distinguishing Characteristics:

A position in this class has responsibility for independently performing fingerprint classification work.

The work of a position in this class involves the independent analysis and classification of fingerprints, and includes searching fingerprint files and comparing prints for identification purposes, receiving applications for and issuing photo-identification certificates, and answering inquiries over the phone and at the counter.

The work is performed under the general supervision of the Civil ID Section Supervisor who has overall supervisory responsibility for the activities in the section.

Examples of Duties:

Analyzes, classifies, and files fingerprints according to modern and standardized systems; searches fingerprint files to establish true name and identity of applicants; assists persons in filling out applications for obtaining identification certificates and takes legible fingerprints; gives information over the counter or telephone; types information onto various forms; and may instruct other staff in obtaining legible, classifiable fingerprints.

Knowledge and Abilities Required:

Knowledge of: The Henry system of fingerprint classification; fingerprint comparison and filing; office practices and procedures.

Ability to: Analyze, classify and file fingerprint records;

deal effectively with others; compare names and numbers rapidly and accurately.

FINGERPRINT CLASSIFICATION CLERK III
(FINGERPRINT CLASSIFCTN CLK III)

1.907

Duties Summary:

Independently analyzes, classifies and files fingerprint records; searches fingerprint files and compares prints for identification purposes; reviews and approves fingerprint classification work performed by other staff; posts and maintains account of monies received in connection with the issuance of photo-identification certificates; and performs other related duties as assigned.

Distinguishing Characteristics:

The position in this class has responsibility for performing senior level fingerprint classification work.

The work of a position in this class involves the independent analysis and classification of fingerprints; searching fingerprint files and comparing for identification purposes; and also overseeing the receipt of applications and issuance of photo-identification certificates and resolving problems at the counter; reviewing the classification work of lower level fingerprint classification clerks for technical accuracy; contacting other agencies to verify information as required and accounting for daily receipts from the issuance of photo-identification certificates.

The work is performed under the general supervision of the Civil ID Section Supervisor who has overall supervisory responsibility for the activities in the section.

Examples of Duties:

Analyzes, classifies, and files fingerprints according to modern and standardized systems; searches fingerprint files to establish true name and identity of applicants; reviews classification work of Fingerprint Classification Clerk I's; assists persons in filling out applications for obtaining identification certificates and takes legible fingerprints; gives

information over the counter or telephone; verifies prints for possible impersonations before issuance of identification cards by counter staff; recommends further extension of the fingerprint filing system; ensures that adequate supplies are on hand for daily operations; types information onto various forms; instructs staff in obtaining legible, classifiable fingerprints; keeps account of monies collected from the issuance of identification certificates; examines and compares fingerprints submitted to the Civil ID Section by other agencies against fingerprints already on file to determine and establish positive identification of the person in question; contacts the U.S. Department of Immigration and Naturalization for assistance in instances when aliens applying for identification may be illegally in the State; contacts other State and county agencies to verify information or as otherwise required; refers cases of suspected criminal activities to the supervisor; prepares certified copies of documents on file as required for investigations or in compliance with court orders; assists in the issuance of special identification cards for department employees, as well as other agencies, as requested; and prepares reports.

Knowledge and Abilities Required:

Knowledge of: The Henry system of fingerprint classification; fingerprint comparison and filing; office practices and procedures.

Ability to: Review the fingerprint classification work of others; analyze, classify and file fingerprint records; deal effectively with others; keep records; render decisions regarding the eligibility of applicants to receive identification certificates; compare names and numbers rapidly and accurately; explain rules and regulations to others.