HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Fingerprint Specialist Trainee

Job Code: W2768
Pay Grade: WI
Pay Scale: $20.90-$31.92 Hourly; $43,472.00-$66,393.60 Annually
Exempt: No

OVERVIEW

Learn to examine, classify, and file fingerprints using the Henry Classification System, National Crime Information Center (NCIC), and Automated Fingerprint Identification System (AFIS) to identify offenders, suspected offenders, unknown, or deceased persons or to verify identity.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Examine, classify, and file fingerprints using the Henry Classification System, National Crime Information Center (NCIC), and the Automated Fingerprint Identification System (AFIS) to identify offenders, suspected offenders, unknown, or deceased persons.
- Perform inquiries into local, state, or federal criminal information systems to verify offender's identity, history, or outstanding warrants.
- Provide local, state, and federal law enforcement agencies or departments copies of fingerprints, photographs, or arrest records to assist them in investigations.
- Take records and maintain fingerprints, palm prints, and foot print impressions of offenders and of persons requiring fingerprint verification; maintain related name indexes and criminal history files.
- Investigate citizen complaints of wrongful name use, compare documents and fingerprints to ensure correct identity, and provide documentation to avoid wrongful arrests.
- Operate and perform limited maintenance of video-imaging system, live-scan fingerprinting system, and automated fingerprint identification system equipment.
- Assist in the training of less qualified or experienced employees.
- Perform limited photo-print processing.
- Compile data to prepare documents and reports.
- Testify in court to facilitate the understanding of print examinations, identifications, classifications, and filing procedures and actions.
- Chemically process paper products (evidence) in an effort to develop latent prints for comparison.
- May be required to provide operational support during periods of local, state, and national emergencies in the fingerprinting of decedents during emergency situations due to plane crashes, man-made, and natural disasters.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Working knowledge of the Henry, NCIC, and AFIS Fingerprint Classification Systems.
- Working knowledge of the science of fingerprint identification.
- Working knowledge of alphabetic and numeric filing systems.
- Working knowledge of various computer systems used in the identification of fingerprints.
- Working knowledge of court procedures.

- Some knowledge of photographic equipment operation.
- Ability to communicate effectively both orally and in writing.
- Ability to collect, organize, and evaluate data and to develop logical conclusions.
- Ability to accurately sort, file, and/or retrieve material using alphabetical, numerical, and chronological systems.
- Ability to work under stressful conditions.
- Ability to handle confidential information.
- Ability to use a computer and related software.
- Ability and willingness to work outside in a subtropical climate under adverse weather conditions as required.

SKILLS

- Communication
- Documentations
- Cross-Team Communication
- Fingerprint Analysis
- Data Entry
- Pattern Recognition
- Detail-Oriented
- Researching

WORKING CONDITIONS

- Work within an office environment within a law enforcement agency.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 10 pounds).
- Shift work: May work day or night shifts and non-standard hours/days including weekends and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- One year of clerical experience.

REQUIRED PRE-EMPLOYMENT TESTING

- Completion of pre-employment testing.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff’s Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United

States Coast Guard, National Guard, or Reserve Forces.

- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.