

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

Fingerprint Technician

Definition

Performs technical work involving the classification and editing of fingerprints on the automated biometric identification system (ABIS) for persons arrested, institutionalized, or applying for specialized employment; operates ABIS and fingerprints in accordance with standards of the trade; performs related work as required.

The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

Work Examples

Enters, classifies and edits fingerprints into the Automated Biometric Identification System (ABIS) which have been submitted by law enforcement agencies, state institutions, and other state departments.

Classifies fingerprints using the "Henry" and "NCIC" (National Crime Information Center) Systems.

Compares tenprint cards against other tenprint cards for possible identification as well as tenprint cards against unsolved latents in ABIS.

Searches fingerprints against a master file to identify them with any fingerprints already on file, in accordance with standards of the trade.

Testifies in court as an expert witness regarding the comparison of fingerprint cards in order to prove an individual's identity in a specific matter.

Takes rolled fingerprint impressions of persons applying for certain state employment.

Assists in training other employees of state agencies in the taking of rolled fingerprint impressions.

Competencies Required

Knowledge:

- Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Public Safety and Security – Relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- Clerical Procedures – Word processing, managing files and records, designing forms, and other office procedures and terminology.
- Computers and Electronics – Circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Abilities:

- Law and Government – Understand and adhere to applicable laws, legal codes, administrative rules, and regulations.
- Clerical – Maintain complex clerical records.
- Written Expression – Communicate information and ideas in writing so others will understand.
- Speech Clarity – Speak clearly so others can understand.
- Speech Recognition – Identify and understand the speech of another person.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions.
- Information Ordering – Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Problem Sensitivity – Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Manual Dexterity – Quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- Information Ordering – Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)

Skills:

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Speaking – Talking to others to convey information effectively.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.
- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Minimum Qualification Requirements

Graduation from high school, GED, or equivalency.

Notes

Applicants must be able to pass a thorough background investigation conducted by the Department of Public Safety.

Within a period of time after hire, as determined by the appointing authority, employees in this class must complete a fingerprint identification course from an accredited college or university, or a course approved by the Iowa Law Enforcement Academy, the Federal Bureau of Investigation, or the Iowa Division of Criminal Investigation.

Effective date: 03/23 KC