

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE  
FINGERPRINT TECHNICIAN

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**DEFINITION**

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

**The Work Examples and Competencies listed 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 Fingerprint Identification System (AFIS) 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 on the AFIS.

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

Files fingerprints in proper classification within the master print file, purges and updates master fingerprint file.

Places "FBI Stops" in AFIS when received by FBI.

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 and admission to the Iowa State Bar Association.

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

**COMPETENCIES REQUIRED**

Knowledge of "Henry" and "NCIC" fingerprint classifications.

Knowledge of computer operations.

Knowledge of the techniques and procedures of taking rolled fingerprint impressions.

Ability to classify, file, and search for fingerprints in the master fingerprint file.

Ability to enter and edit fingerprints into AFIS.

Ability to compare like characteristics of inked fingerprint impressions to determine whether or not they were made by the same individual.

Ability to testify regarding fingerprint comparisons during grand jury and preliminary hearing proceedings.

Ability to provide the FBI with necessary information.

Ability to maintain composure while under cross-examination in a court of law.

Ability to train new employees.

Ability to testify in court.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related,

dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

#### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Completion of 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.

#### **NOTE:**

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

Effective Date: 4/02 CP