

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

FINGERPRINT TECHNICIAN SUPERVISOR

POSITION CODE: 15208
Effective: 10-1-08

DISTINGUISHING FEATURES OF WORK:

Serves as a working supervisor for a staff performing complex technical functions related to the automated and manual process of fingerprint submissions; additionally, performs difficult, non-routine fingerprint image classifications, identifications and pattern interpretations; assigns and reviews work, approves time off; provides guidance and training; completes and signs performance evaluations; establishes annual goals and objectives; compiles individual error rates and production rates; conducts formal classroom training; coordinates processing of facsimile submissions; reviews activity reports; distributes work and processes priorities; evaluates deficiencies and recommends corrective actions; conducts meetings to discuss operational issues; prepares fingerprint based reports and fingerprint reporting statistical information.

ILLUSTRATIVE EXAMPLES OF WORK:

1. As a working supervisor, assigns and reviews work, provides guidance and training to staff, establishes annual goals and objectives, approves time off, counsels staff regarding work performance, prepares and signs performance evaluations.
2. Performs difficult, non-routine fingerprint image classifications, identifications, and pattern interpretations.
3. Provides direction and guidance on related tasks such as Livescan operation and Automated Fingerprint Identification System (AFIS) input processing.
4. Utilizes fingerprint scanner, verification on-line terminal, fingerprint input monitor, Computerized Criminal History (CCH) terminals and other Automated Fingerprint Identification System (AFIS) equipment.
5. Supervises and trains personnel in the science of fingerprint classification, identification, and operation of fingerprint processing equipment; conducts formal classroom training for technician trainee personnel; checks work of fingerprint unit trainees; answers questions, explains policies and operational processing procedures.
6. Coordinates the processing of facsimile submissions and other requests for priority processing of fingerprint inquiries.
7. Prepares fingerprint based reports and fingerprint reporting statistical information; counsels staff on problems with productivity, quality of work and conduct; reviews activity reports.

FINGERPRINT TECHNICIAN SUPERVISOR (Continued)

8. Distributes work and processes priorities; evaluates deficiencies and recommends corrective course of action; conducts weekly meetings to address operational issues.

9. Performs other duties as required or assigned which are reasonably within the scope of duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of high school.

Requires a minimum of five years of experience in fingerprint identification and classification.

Knowledge, Skills and Abilities

Requires extensive working knowledge of agency program operations, policies and procedures used in manual and automated fingerprint classification and identification.

Requires ability to direct and supervise the work of a technical office staff.

Requires ability to gain and maintain productive working relationships.

Requires extensive knowledge of the Henry System of fingerprint identification, and National Crime Information Center (NCIC) and Automated Fingerprint Identification System (AFIS) classification techniques.