

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

FINGERPRINT TECHNICIAN TRAINEE

POSITION CODE: 15209

Effective: 1-1-95

DISTINGUISHING FEATURES OF WORK:

Under immediate supervision, for a period of six to twelve months, participates in an agency sponsored training program; receives work assignments of increasing complexity and difficulty to develop knowledge, understanding and technical skills necessary to function as a working Fingerprint Technician; receives formalized classroom training.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Actively listens to classroom lectures, observes visual aids, and reads assigned references relative to recognition and explanation of basic fingerprint patterns.
2. Receives training in the identification and classification of fingerprint patterns utilizing the Henry System, National Crime Information Center (NCIC), and Automated Fingerprint Identification System (AFIS) classification techniques.
3. Receives training to search and identify fingerprints within the master fingerprint file utilizing manual processing methods.
4. Receives training to sequence, pull, and file fingerprint cards within the master fingerprint file.
5. Receives training on utilization of AFIS equipment, processing procedures, and AFIS database maintenance procedures.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

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

Knowledges, Skills and Abilities

Requires an interest in fingerprint classification and related activities.

Requires ability to follow oral and written instructions.

Requires ability to gain and maintain productive working relationships.

Requires ability to listen to classroom lectures.

Requires ability to observe visual aids and visually compare fingerprints.