

Class Title: Police Identification Clerk

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Fingerprints and photographs criminal suspects. Searches, compares, classifies, copies and files fingerprint cards. Verifies identity and criminal records of suspects. Testifies in courts as an Identification Examiner. Administers the fingerprint process for permits, job applications, and other related paperwork. Maintains custody and control of documents and files, which includes the execution of court order sealed and expunged records. Handles citizen record challenges such as voter rights restoration. Provides arrest information and criminal histories for outside agencies. Performs as quality control officer for Pistol 2000.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Conducts criminal and civil processes by fingerprinting subjects, registering prints, completing paperwork, taking mug shots in compliance with criminal and civil guidelines, laminating photographs for ID cards, maintaining records of all photographs taken, and processing Felony registration.
2	L	Identifies subjects manually by using an automated fingerprint information system, classifying and updating information the fingerprint and arrest cards and in the computer, filing cards, removing criminal records, photos and fingerprints from permanent files as determined by court order, checking all records for accuracy, correcting discrepancies, responding to record requests, performing record checks for police officers, performing background record checks, maintaining files, preparing state documents for juveniles, and testifying as an expert witness in court.
3	L	Maintains quality control of Pistol 2000 by identifying new problems, writing new procedures, identifying arrest entry problems and correcting them using fingerprint comparison and records merging, and assisting in procedural training.

CSC Adopted: October 2001 CSC Revised: _____

CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	No experience required.
Certifications and Other Requirements	FBI Basic Fingerprint Classification Specialized School, Virginia Criminal Information Network Certification, National Crime Information Network Certification, Automated Fingerprint Identification System Certification
Reading	Work requires the ability to read various manuals and correspondences.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as basic algebra.
Writing	Work requires the ability to write policies and procedures and correspondences.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, criminals and lawyers.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	C	At service counter, filing, fingerprinting, photography, process id cards
Sitting	F	Computer, desk work, answering telephone, meetings
Walking	F	To/from service counter, office equipment, processing room, central records office, inter-office
Lifting	O	Reports, paper, manuals, fingerprint equipment, office supplies, paper, soap containers, camera equipment, boxes, files, photos
Carrying	O	Reports, paper, manuals, fingerprint equipment, office supplies, paper, soap containers, camera equipment, boxes, files, photos
Pushing/Pulling	O	File cabinet drawers, camera equipment
Reaching	F	While fingerprinting
Handling	F	Reports, paper, manuals, fingerprint equipment, office supplies, paper, soap containers, camera equipment, boxes, files, photos
Fine Dexterity	C	Computer, calculator, camera, writing, fingerprinting
Kneeling	O	Pulling fingerprint and photo cards from file
Crouching	O	Pulling fingerprint and photo cards from file
Crawling	N	
Bending	O	Pulling fingerprint and photo cards from file
Twisting	O	Pulling fingerprint and photo cards from file
Climbing	N	
Balancing	N	
Vision	C	Computer, desk work, filing, fingerprinting, photography
Hearing	C	Telephone, co-workers, police officers, general public
Talking	C	Telephone, co-workers, police officers, general public
Foot Controls	N	
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, laser or inkjet printer, copy machine, fax machine, telephone, laminating machine, fingerprint equipment, typewriter, camera, fingerprint cards and ink, magnifiers, pointers, developing solution, scanner, Standard Microsoft Windows and Office software, AFIS, Bull terminal (state police), Pistol2000 records, Criminal Justice system software, compiling laser fiche, syncmaster NCIC

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	D
Chemical Hazards	D	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	D
Fire Hazards	N	Fumes and Odors	D
Explosives	N	Wetness/Humidity	S
Communicable Diseases	D	Darkness or Poor Lighting	D
Physical Danger or Abuse	D		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

Rubber gloves, face mask, lab coats, goggles/eye protection

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

- (3)