



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
FINGERPRINT/RECORDS SUPERVISOR	34	C	11.144
FINGERPRINT/RECORDS EXAMINER III	32	C	11.133
FINGERPRINT/RECORDS EXAMINER II	31	C	11.134
FINGERPRINT/RECORDS EXAMINER I	28	C	11.135

SERIES CONCEPT

Fingerprint/Record Examiners and Supervisors perform or oversee detailed and precise analysis of fingerprints or palm prints submitted by federal, state and local criminal justice agencies and applicant contributors whereby prints are submitted for employment/licensing background checks. The purpose of the work is to identify and maintain identification files based solely on the use of fingerprints and palm prints in Nevada's criminal history records. Separate files consisting of adult offenders, juvenile offenders and applicant records are maintained and updated using rolled and simultaneous ten-print fingerprint cards, palm prints, and the associated record entry contained in an automated record file, whereby authorized users may make computer inquiries of the file for arrest information and/or identification purposes.

Initiate and conduct appropriate automated and manual searches and recognize the need for searching other classifications not indicated in order to locate a matching record or determine that a prior record does not exist.

Operate fingerprint image scanner (FIS) by utilizing automated fingerprint identification system (AFIS) procedures to ensure the proper reading of fingerprint image and to set core and axis placement for minutiae reading; operate fingerprint image monitor (FIM) by visually verifying that the fingerprint image on the screen is the same as the corresponding image on the fingerprint card; review all required information for accuracy and completeness; correct any omitted or incomplete information; review/enter pattern types for each finger; set and/or correct core and axis placement to assist the system in setting correct geometric patterns and conducting subsequent search for the purpose of retrieving a candidate list; check list to determine if any candidate warrants review and display candidate file print image and search print image on split screen to verify and/or eliminate.

Perform file maintenance functions by sequencing and filing criminal masters according to the state identification order file; post and delete flags on all intrastate National Crime Information Center (NCIC) and Nevada Criminal Justice Information System (NCJIS) wanted fugitives; designate current submission as the new master as a result of a new scar, amputation or deformity; examine the quality of current fingerprints against that of existing AFIS file fingerprints to determine if a rolled print substitution is necessary to upgrade the fingerprint image in AFIS.

Process various transactions which update the database including making a temporary ID record permanent; recording changes; creating a record for a first time offender; and identifying a record as being a single arrest, multi-state record via NCIC inquiry.

Review file maintenance reports for error messages and take appropriate corrective action to ensure that transactions were encoded accurately from existing NCIC and/or state formats and code manuals and to ensure that all information contained in the record is accurate and ready for dissemination.

Obtain clear and concise ten-print impressions of subject's fingers via manual ink impressions or LiveScan, including rolled and simultaneous impressions to ensure accuracy in classification and identification.

Retrieve, assemble and authenticate notarized or certified copies of recorded data and transmit data to appropriate authorities in response to court orders and/or requests from criminal and applicant users.

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SERIES CONCEPT (cont'd)

Perform related duties as assigned.

CLASS CONCEPTS

Fingerprint/Records Supervisor: Under general direction, Fingerprint/Records Supervisors function as unit supervisor for either the Criminal Program Unit or the Applicant Program Unit and perform and supervise the duties outlined in the series concept.

Plan and supervise the work of unit staff to ensure accurate and timely flow of work; assign and review work; resolve technical and procedural issues; propose changes in work systems and procedures to management; update standard operating procedures; establish work performance standards for subordinates and evaluate employee performance; and initiate or recommend personnel actions or resolution of grievances and disciplinary matters.

Plan and supervise electronic fingerprint submissions via LiveScan and proper processing of electronic/manual fingerprint submissions through the Western Identification Network Automated Fingerprint Identification System (WIN-AFIS) in accordance with state and Federal Bureau of Investigation Electronic Fingerprint Transmission Specifications.

Supervise and evaluate quality control procedures to ensure compliance with existing WIN, FBI, and state rules, regulations and procedures to safeguard against inaccurate data; conduct quality control checks by reviewing the integrity of existing fingerprint-based records via J-Link Arrest and Administrative System and the WIN-AFIS fingerprint database archive system; maintain fingerprint/file integrity in the WIN-AFIS electronic fingerprint archive database by monitoring submissions; ensure accurate and timely corrections are made when necessary.

Identify the most complex fingerprints and assign or perform searches for special work received by the unit.

Prepare unit statistical and special project reports using various computer applications.

Develop and deliver training for law enforcement agencies and applicant users in the principles and use of LiveScan and WIN-AFIS processing; provide assistance to agencies that roll fingerprints; oversee training of new fingerprint personnel and retraining of experienced personnel in the proper principles, practices and techniques of fingerprint searching and identification; prepare training materials for automated and manual operations; respond to requests for assistance from law enforcement agencies; resolve problems and respond to questions regarding fingerprint submissions.

Fingerprint/Records Examiner III: Under limited supervision, incumbents function as leadworkers and provide training and technical direction to lower level Fingerprint/Records Examiners, in addition to performing fingerprint identification duties described in the series concept.

Perform quality control procedure for fingerprinting processing to ensure compliance with existing instructions, rules, regulations and procedures and to safeguard against missed identifications; check fingerprint interpretations and classification formulas initiated by probationary personnel, verifying positive identifications, evaluating fingerprint quality, and maintaining file integrity by monitoring file growth and advising the supervisor when a problem arises.

Review, analyze, correct, consolidate, and update the records system database in NCJIS; analyze and correct fingerprint cards and AFIS images when two or more images are found to be identical with different state identification records; maintain and update manual/automated fingerprint image files.

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CLASS CONCEPTS (cont'd)

Fingerprint/Records Examiner III: (cont'd)

Classify difficult fingerprints received into the unit by analyzing and identifying fingerprint patterns into unique filing group by applying Henry, NCIC, and AFIS methodology for conducting subsequent searching by pattern characteristics of manual and/or AFIS files; search difficult fingerprints in the manual fingerprint file; analyze defective prints and judge whether correct print patterns can be determined for the purpose of classifying; initiate and conduct appropriate searches, recognizing the need for searching other classifications not indicated in order to locate record or determine non-existence of prior record; establish the initial identification or non-identification of the print being searched and retain the most legible identified print for the master file/WIN-AFIS archive file.

Assist in the training of law enforcement agencies and applicant users in the use of unit services and the principles and use of WIN-AFIS; recommend re-training of experienced personnel in the proper principles, practices and techniques of fingerprint identification; train various agencies in the proper methods and techniques of taking and processing fingerprints using integrated, automated systems.

Fingerprint/Records Examiner II: Under general supervision, incumbents perform the full range of identification duties outlined in the series concept. In addition, the Fingerprint/Records Examiner II may perform various quality control checks and establish identifications on complex fingerprint classifications.

Technical work is audited for quality control with routine work being subject to random review by a Fingerprint/Records Examiner III or Fingerprint/Records Supervisor.

Fingerprint/Records Examiner I: Under close supervision, incumbents perform progressive assignments in order to learn the basic elements, methods, and procedures involved in fingerprint classification, identification and ordered filing. All work is reviewed for accuracy and quality and for determining the incumbent's level of abilities, knowledge and progression. Incumbents normally progress to the Fingerprint/Records Examiner II level upon completion of 24 months of satisfactory performance and with the recommendation of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances.
- * Appointment is subject to successful completion of an extensive background investigation including State and FBI fingerprint submission.
- * Working evenings, weekends, and/or holidays is required, and incumbents may be called back after hours to perform special fingerprint searches.

INFORMATIONAL NOTES:

- * Incumbents are required to obtain NCIC and NCJIS certification within six months of appointment and be recertified every two years as a condition of continuing employment.
- * A criminal justice agency is as defined in Chapter 179A of the Nevada Revised Statutes.
- * A criminal justice degree above the Associate's level is creditable towards qualifications to the same extent as an Associate's degree.

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MINIMUM QUALIFICATIONS (cont'd)

FINGERPRINT/RECORDS SUPERVISOR

EDUCATION AND EXPERIENCE: Associate's degree in criminal justice from an accredited college or university and four years of experience in a criminal justice agency applying the Henry and NCIC systems of fingerprint classification for the filing and retrieval of fingerprints for identification purposes; **OR** graduation from high school or equivalent education and five years of experience in a criminal justice agency applying the Henry and NCIC systems of fingerprint classification for the filing and retrieval of fingerprints for identification purposes; **OR** two years of experience as a Fingerprint/Records Examiner III in Nevada State service. *(See Special Requirements and Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: law enforcement technology, criminal and civil, relating to the identification of crimes and mandatory reporting of arrest and disposition for violations occurring within the state as prescribed by statute; manual and automated indexing systems as applied to referencing and consolidating arrest and court disposition information which is authenticated and cross-matched to fingerprint cards of accused persons; criminal justice processes involving the legal rights of citizens, arrest, prosecution and records; various federal, state and local agencies that are responsible for the administration of criminal justice; analysis and identification of latent prints. **Working knowledge of:** AFIS and LiveScan methodology. **General knowledge of:** supervisory principles and practices. **Ability to:** define unit and program problems, select the best course of action and make recommendations concerning an appropriate resolution; provide expert courtroom testimony regarding identification, processes and methodology; organize, coordinate and supervise the activities of subordinate staff engaged in the operations of the unit to ensure that goals and objectives are met; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: networking and computer applications relating to fingerprint identification to participate in the design, implementation and modification of automated reporting formats, files and program concepts. **Ability to:** develop training materials and programs.

FINGERPRINT/RECORDS EXAMINER III

EDUCATION AND EXPERIENCE: Associate's degree in criminal justice from an accredited college or university and two years of experience in a criminal justice agency applying the Henry and NCIC systems of fingerprint classification for the filing and retrieval of fingerprints for identification purposes; **OR** graduation from high school or equivalent education and three years of experience in a criminal justice agency applying the Henry and NCIC systems of fingerprint classification for the filing and retrieval of fingerprints for identification purposes; **OR** one year of experience as a Fingerprint/Records Examiner II in Nevada State service. *(See Special Requirements and Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: fingerprint classification system and methods of fingerprint analysis and identification as applied to the categorizing and filing of fingerprints into unique filing groups, positive identification of subjects and authenticating criminal records against subject's fingerprints for comparison and possible court adjudication for elimination and identification purposes; implementation and utilization of automated fingerprint identification for the purpose of digitizing, storing and retrieving fingerprint minutiae related to criminal history records processing; federal and state regulations concerning the storage and release of confidential criminal history information for non-criminal justice licensing, regulatory and pre-employment purposes. **Working knowledge of:** law enforcement technology, criminal and civil, relating to the identification of crimes and mandatory reporting of arrest and disposition for violations occurring within the state as prescribed by statute; criminal justice processes involving the legal rights of citizens, arrest, prosecution and records; various federal, state and local agencies that are responsible for the administration of criminal justice; manual and automated indexing systems as applied to referencing and consolidating arrest

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MINIMUM QUALIFICATIONS (cont'd)

FINGERPRINT/RECORDS EXAMINER III (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)
and court disposition information which is authenticated and cross-matched to fingerprint cards of accused persons. **Ability to:** recognize and take legible fingerprints proficiently; provide expert courtroom testimony; maintain cooperative working relationships with law enforcement agencies, other users from the criminal justice community or private sector, and local and state officials; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: analysis and identification of latent prints. **Ability to:** interpret and communicate federal and State laws and regulations, court decisions and statutory proposals to maintain operational integrity and compliance.

FINGERPRINT/RECORDS EXAMINER II

EDUCATION AND EXPERIENCE: Associate's degree in criminal justice from an accredited college or university and one year of experience in a criminal justice agency applying the Henry and NCIC systems of fingerprint classification for the filing and retrieval of fingerprints for identification purposes; **OR** graduation from high school or equivalent education and two years of experience in a criminal justice agency applying the Henry and NCIC systems of fingerprint classification for the filing and retrieval of fingerprints for identification purposes; **OR** two years of experience as a Fingerprint/Records Examiner I in Nevada State service. (*See Special Requirements and Informational Notes*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: fingerprint classification system and methods of fingerprint analysis and identification as applied to the categorizing and filing of fingerprints into unique filing groups, positive identification of subjects and authenticating criminal records against subject's fingerprints for comparison and possible court adjudication or elimination and identification purposes; implementation and utilization of AFIS for the purpose of digitizing, storing and retrieving fingerprint minutiae related to criminal history records processing; manual and automated indexing systems as applied to referencing information that is authenticated and cross-matched to fingerprint cards of accused persons; federal and state regulations concerning the storage and release of confidential criminal history information for non-criminal justice licensing, regulatory and pre-employment purposes; policy, procedures, practices and regulations of NCIC and other shared networks that are available to statewide users of NCJIS. **General knowledge of:** criminal justice processes involving the legal rights of citizens, arrest, prosecution and records; various federal, state and local agencies that are responsible for the administration of criminal justice. **Ability to:** classify, search, compare and identify fingerprints utilizing complex techniques of fingerprint classification formulas; work independently; operate FIS, laser printer and FIM to perform various searches, registrations, inquiries, quality control checks and related work involving WIN-AFIS; recognize and take legible fingerprints; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
General knowledge of: departmental rules, regulations, policies and applicable Nevada Administrative Code; law enforcement technology, criminal and civil, relating to mandatory reporting of arrest and disposition for violations occurring within the state as prescribed by statute. **Ability to:** instruct user agencies in all aspects involving manual and automated records management; provide courtroom testimony.

FINGERPRINT/RECORDS EXAMINER I

EDUCATION AND EXPERIENCE: Associate's degree in criminal justice from an accredited college or university; **OR** graduation from high school and one year of experience working in a criminal justice agency

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MINIMUM QUALIFICATIONS (cont'd)

FINGERPRINT/RECORDS EXAMINER I (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

which included compiling and evaluating information, processing criminal justice documents, and/or explaining laws or regulations. Forty hours of course work in the classification and/or identification of fingerprints using the Henry and NCIC systems of classification may be substituted for six months of experience. *(See Special Requirements and Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: criminal justice processes, legal terminology, and confidentiality requirements.
Ability to: learn the eight basic fingerprint pattern types and symbols used to classify standard fingerprint cards using the Henry system; understand and follow routine oral and written instructions; work as a team member and maintain harmonious working relationships with co-workers and others; write legibly and communicate clearly and concisely both orally and in writing in order to report correct and timely information; perceive minute differences in fingerprints and perform close work for extended periods of time; operate a computer to enter, update, extract and retrieve information from a criminal justice or case management system; maintain confidentiality of sensitive information; process criminal justice information.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Fingerprint/Records Examiner II.)

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this series.

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ESTABLISHED:	7/1/91P 10/19/90PC	7/18/86	7/18/86	7/18/86
REVISED:		7/1/91P 10/19/90PC	7/1/91P 10/19/90PC	7/1/91P 10/19/90PC
REVISED:	11/17/09UC	11/17/09UC	11/17/09UC	11/17/09UC