



**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>
<b>FINGERPRINT/RECORDS SUPERVISOR</b>	<b>34</b>	<b>B</b>	<b>11.144</b>
<b>FINGERPRINT/RECORDS EXAMINER III</b>	<b>32</b>	<b>B</b>	<b>11.133</b>
<b>FINGERPRINT/RECORDS EXAMINER II</b>	<b>31</b>	<b>B</b>	<b>11.134</b>
<b>FINGERPRINT/RECORDS EXAMINER I</b>	<b>28</b>	<b>E</b>	<b>11.135</b>

**SERIES CONCEPT**

Fingerprint/Records 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 as well as other civil purposes as authorized by federal and State law. 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 to locate a matching record or determine that a prior record does not exist. Operate a fingerprint image scanner (FIS) by utilizing Automated Biometric Identification System (ABIS) procedures to ensure the proper reading of fingerprint image and to set core and axis placement for minutiae reading; operate a fingerprint image monitor (FIM) by visually verifying that the biometric image on the screen is the same as the corresponding image on the fingerprint card or the search candidate biometric image; 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 biometric image and search biometric 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; designate current submission as the new master resulting from a new scar, amputation, or deformity; examine the quality of current fingerprints against that of existing ABIS file fingerprints to determine if a rolled print substitution is necessary to upgrade the fingerprint image in ABIS.

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 or multi-state record via a National Crime Information Center (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.

<b>FINGERPRINT/RECORDS SUPERVISOR</b>	<b>34</b>	<b>B</b>	<b>11.144</b>
<b>FINGERPRINT/RECORDS EXAMINER III</b>	<b>32</b>	<b>B</b>	<b>11.133</b>
<b>FINGERPRINT/RECORDS EXAMINER II</b>	<b>31</b>	<b>B</b>	<b>11.134</b>
<b>FINGERPRINT/RECORDS EXAMINER I</b>	<b>28</b>	<b>E</b>	<b>11.135</b>

Page 2 of 7

**SERIES CONCEPT (cont'd)**

Perform related duties as assigned.

\*\*\*\*\*

**CLASS CONCEPTS**

**Fingerprint/Records Supervisor:** Under general direction, Fingerprint/Records Supervisors, in addition to performing the full range of duties as described in the series concept, function as unit supervisor for the Fingerprint Examiner Unit. Incumbents supervise lower-level Fingerprint/Records Examiner positions to include performance evaluations, work performance standards, scheduling, work assignment and review, training, and discipline and may supervise other administrative and/or technical staff as assigned. This is the supervisory level in the series.

Plan, coordinate, and supervise services and activities of an assigned work unit; resolve technical and procedural issues; develop, revise, recommend, and implement procedures and processes; implement changes in work systems, work plans, performance standards, and objectives for providing services.

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

Supervise and evaluate quality control procedures to ensure compliance with existing WIN, FBI, and State laws, regulations, policies, and procedures to safeguard against inaccurate data; conduct quality control checks by reviewing the integrity of existing fingerprint-based records via the appropriate systems to include the WIN-ABIS fingerprint database archive system; maintain fingerprint/file integrity in the WIN-ABIS 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-ABIS 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.

Incumbents serve as the technical subject matter expert regarding services, activities, and requirements of the work unit; assist in gathering information regarding information system requirements; coordinate and conduct system testing; coordinate user and stakeholder training statewide.

Provide information, either verbally or in writing, to other federal, State, and local agencies, management, department staff, customers, and the public to ensure understanding and compliance; interpret, apply, and explain applicable laws, regulations, policies, and procedures; resolve high level customer service issues and complaints; may develop and conduct presentations before federal and State agencies, management, and/or other stakeholders as required.

**Fingerprint/Records Examiner III:** Under limited supervision, incumbents, in addition to performing the full range of duties as described in the series concept, function as lead workers over an assigned staff of lower-level Fingerprint/Records Examiners to include providing technical direction, work assignment and review, and

<b>FINGERPRINT/RECORDS SUPERVISOR</b>	<b>34</b>	<b>B</b>	<b>11.144</b>
<b>FINGERPRINT/RECORDS EXAMINER III</b>	<b>32</b>	<b>B</b>	<b>11.133</b>
<b>FINGERPRINT/RECORDS EXAMINER II</b>	<b>31</b>	<b>B</b>	<b>11.134</b>
<b>FINGERPRINT/RECORDS EXAMINER I</b>	<b>28</b>	<b>E</b>	<b>11.135</b>

Page 3 of 7

**CLASS CONCEPTS (cont'd)**

**Fingerprint/Records Examiner III:** (cont'd)  
training. This is the advanced journey level in the series.

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

Review, analyze, correct, consolidate, and update the records system database in the Nevada Criminal Justice Information System (NCJIS); analyze and correct fingerprint cards and ABIS images when two or more images are found to be identical with different State identification records; maintain and update manual/automated fingerprint image files; review and resolve complex record problems.

Classify difficult fingerprints received into the unit by analyzing and identifying fingerprint patterns into unique filing group by applying Henry, NCIC, and ABIS methodology for conducting subsequent searching by pattern characteristics of manual and/or ABIS 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-ABIS 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-ABIS; 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.

May recommend, and at the direction of the unit supervisor, implement changes to work plans and objectives for providing services as permitted by program regulations and guidelines; troubleshoot livescan program hardware and software issues and provide potential resolutions; conduct testing to ensure livescan submissions meet WIN, federal Electronic Fingerprint Transmission Specifications and State specifications.

**Fingerprint/Records Examiner II:** Under general supervision, incumbents perform the full range of identification duties as described in the series concept. In addition, the Fingerprint/Records Examiner II may perform various criminal history and fingerprint image quality control checks and establish identifications on complex fingerprint classifications. This is the journey level in the series.

Identification work and record maintenance 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 progressively responsible assignments 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. This is the trainee level in the series and incumbents may progress to the next level in the series upon meeting minimum qualifications, satisfactory work performance and with the recommendation of the appointing authority.

\*\*\*\*\*

FINGERPRINT/RECORDS SUPERVISOR	34	B	11.144
FINGERPRINT/RECORDS EXAMINER III	32	B	11.133
FINGERPRINT/RECORDS EXAMINER II	31	B	11.134
FINGERPRINT/RECORDS EXAMINER I	28	E	11.135

Page 4 of 7

## 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.
- \* Education above the Associate's level does not substitute for the required experience.
- \* 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.

### FINGERPRINT/RECORDS SUPERVISOR

EDUCATION AND EXPERIENCE: Certification as a Latent Print Examiner from the International Association for Identification 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** Certification as a Tenprint Examiner from the International Association for Identification and two years of experience as described above; **OR** Associate's degree in criminal justice from an accredited college or university 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** graduation from high school or equivalent education 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** one year of experience as a Fingerprint/Records Examiner III in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*See Special Requirements and Informational Notes*)

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

**Detailed knowledge of:** 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:** ABIS and livescan methodology; research techniques sufficient to collect, analyze, interpret, and report information pertaining to complex record and system issues. **General knowledge of:** supervisory principles and practices. **Ability to:** interpret and communicate federal and State laws and regulations, court decisions and statutory proposals to maintain operational integrity and compliance; 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):

**Detailed knowledge of:** purpose, goals, laws, and regulations of the work unit. **Working knowledge of:** networking and computer applications relating to fingerprint identification to participate in the design,

<b>FINGERPRINT/RECORDS SUPERVISOR</b>	<b>34</b>	<b>B</b>	<b>11.144</b>
<b>FINGERPRINT/RECORDS EXAMINER III</b>	<b>32</b>	<b>B</b>	<b>11.133</b>
<b>FINGERPRINT/RECORDS EXAMINER II</b>	<b>31</b>	<b>B</b>	<b>11.134</b>
<b>FINGERPRINT/RECORDS EXAMINER I</b>	<b>28</b>	<b>E</b>	<b>11.135</b>

Page 5 of 7

### MINIMUM QUALIFICATIONS (cont'd)

#### FINGERPRINT/RECORDS SUPERVISOR (cont'd)

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

implementation and modification of automated reporting formats, files, and program concepts. **Ability to:** develop training materials and programs; make independent judgements and decisions in the application and explanation of pertinent laws, statutes, codes, regulations and standards including technical, administrative, and departmental policies and procedures; use initiative and independent judgement within general policy guidelines; analyze information/situations, identify consequences of proposed actions, formulate alternative solutions and make appropriate responses or recommendations; plan, organize, and direct the activities of various functions to accomplish established goals and optimize efficiency.; communicate effectively, both verbally and in writing, to explain the operations and services of the work unit, decisions made, or to resolve problems.

#### FINGERPRINT/RECORDS EXAMINER III

EDUCATION AND EXPERIENCE: Certification as a Latent Print Examiner from the International Association for Identification; **OR** Certification as a Tenprint Examiner from the International Association for Identification 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** Associate's degree in criminal justice from an accredited college or university and two years of experience as described above; **OR** graduation from high school or equivalent education and three years of experience as described above; **OR** one year of experience as a Fingerprint/Records Examiner II in Nevada State service; **OR** an equivalent combination of education and experience as described above. (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 records processing; federal and State regulations concerning the storage and release automated fingerprint identification for the purpose of digitizing, storing and retrieving fingerprint minutiae related to criminal history of confidential criminal history information for non-criminal justice licensing, regulatory and pre-employment purposes. **Working knowledge of:** terminology, acronyms, and subject matter relative to the fingerprint identification program; purpose, goals, and regulations of the program area; 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 and court disposition information which is authenticated and cross-matched to fingerprint cards of accused persons. **General 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. **Ability to:** identify programmatic and operational problems, investigate and evaluate alternatives, and recommend effective solutions; instruct user agencies in all aspects involving manual and automated records management; provide expert courtroom testimony; maintain cooperative working relationships with law enforcement agencies, other users from the criminal justice community or private sector, and federal, State, and local officials; *and all knowledge, skills, and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):  
(These are identical to the Entry Level Knowledge, Skills, and Abilities for Fingerprint/Records Supervisor.)

<b>FINGERPRINT/RECORDS SUPERVISOR</b>	<b>34</b>	<b>B</b>	<b>11.144</b>
<b>FINGERPRINT/RECORDS EXAMINER III</b>	<b>32</b>	<b>B</b>	<b>11.133</b>
<b>FINGERPRINT/RECORDS EXAMINER II</b>	<b>31</b>	<b>B</b>	<b>11.134</b>
<b>FINGERPRINT/RECORDS EXAMINER I</b>	<b>28</b>	<b>E</b>	<b>11.135</b>

Page 6 of 7

### MINIMUM QUALIFICATIONS (cont'd)

#### FINGERPRINT/RECORDS EXAMINER II

**EDUCATION AND EXPERIENCE:** Certification as a Tenprint Examiner from the International Association for Identification; **OR** 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 as described above; **OR** one year of experience as a Fingerprint/Records Examiner I in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(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 ABIS 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):  
*(These are identical to the Entry Level Knowledge, Skills, and Abilities for Fingerprint/Records Examiner III.)*

#### FINGERPRINT/RECORDS EXAMINER I

**EDUCATION AND EXPERIENCE:** Associate's degree in criminal justice from an accredited college or university; **OR** graduation from high school or equivalent education and one year of experience working in a criminal justice agency which included compiling and evaluating information, processing criminal justice documents, and/or explaining laws or regulations; **OR** an equivalent combination of education and experience as described above. *(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.

<b>FINGERPRINT/RECORDS SUPERVISOR</b>	<b>34</b>	<b>B</b>	<b>11.144</b>
<b>FINGERPRINT/RECORDS EXAMINER III</b>	<b>32</b>	<b>B</b>	<b>11.133</b>
<b>FINGERPRINT/RECORDS EXAMINER II</b>	<b>31</b>	<b>B</b>	<b>11.134</b>
<b>FINGERPRINT/RECORDS EXAMINER I</b>	<b>28</b>	<b>E</b>	<b>11.135</b>

Page 7 of 7

**MINIMUM QUALIFICATIONS (cont'd)**

**FINGERPRINT/RECORDS EXAMINER I** (cont'd)

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.

	<u>11.144</u>	<u>11.133</u>	<u>11.134</u>	<u>11.135</u>
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
REVISED:	5/23/22UC	5/23/22UC	5/23/22UC	5/23/22UC