STATE OF NEVADA

DEPARTMENT OF PERSONNEL
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MEMO PERD #58/09
October 14, 2009

TO: Personnel Commission Members
       Department Directors
       Division Administrators
       Agency Personnel Liaisons
       Agency Personnel Representatives
       Employee Representatives

FROM: Teresa Thienhaus, Director
       Department of Personnel

SUBJECT: PROPOSED CLASSIFICATION CHANGES

Attached are proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections, please notify Peter Long in the Compensation and Classification Division in writing no later than November 17, 2009.

If no written objections are received in this office by November 17, 2009, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: 07-10
Posting Expires: November 17, 2009

Per NRS 284.160, the Personnel Director may make a change in classification without the prior approval of the Commission. The following change(s) are proposed:

CODE	TITLE	GRADE/EEO-4		CODE	TITLE	GRADE/EEO-4	
				PROPOSED			
11.144	Fingerprint/Records Technician IV	34	C	11.144	Fingerprint/Records Supervisor	34	C
11.133	Fingerprint/Records Technician III	32	C	11.133	Fingerprint/Records Examiner III	32	C
11.134	Fingerprint/Records Technician II	31	C	11.134	Fingerprint/Records Examiner II	31	C
11.135	Fingerprint/Records Technician I	28	C	11.135	Fingerprint/Records Examiner I	28	C

EXPLANATION OF CHANGE

At the request of the Department of Public Safety, the Department of Personnel is proposing revision of the Fingerprint/Records class specification to reflect changes that have occurred in service delivery, technology, and terminology. Class titles have been changed to be more in keeping with modern usage in the field. With the involvement of subject matter experts in the Department of Public Safety, an alternative path of qualification has been established for candidates possessing an Associate's degree in criminal justice. In addition, minor length-of-experience adjustments have been made to existing minimum qualifications to provide more logically consistent avenues of progression, whether through a combination of education and experience, work experience with another employer, or State service at a lower level in the series. There are no recommended changes to grades, as the nature and purpose of the work remain the same.

The formal recommendations and specifications are on file with the Director of Personnel. To view a copy in Carson City, go to 209 East Musser Street, Room 101; in Las Vegas, go to 555 East Washington Avenue, Room 1400. For more information call (775) 684-0151.

Objections to the proposed change(s) must be received in writing by November 17, 2009. Objections should be addressed to Peter Long, Division Administrator, Compensation & Classification Division, Department of Personnel, 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204.

POSTING DATE: October 14, 2009

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TITLE	GRADE	EEO-4	CODE
FINGERPRINT/RECORDS [~~TECHNICIAN IV~~] *SUPERVISOR*	**34**	**C**	**11.144**
FINGERPRINT/RECORDS [~~TECHNICIAN~~] *EXAMINER* III	**32**	**C**	**11.133**
FINGERPRINT/RECORDS [~~TECHNICIAN~~] *EXAMINER* II	**31**	**C**	**11.134**
FINGERPRINT/RECORDS [~~TECHNICIAN~~] *EXAMINER* I	**28**	**C**	**11.135**

SERIES CONCEPT

Fingerprint/Records [~~Technicians~~] *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 [~~fingerprints~~] *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 Repository~~] *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 [~~the Repository's~~] *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 [~~non-existence of~~] *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~~] *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~~] *review* all required information for accuracy and completeness; correct any [~~information~~] omitted or incomplete *information*; [~~and enters~~] *review/enter* pattern types for each finger[~~.~~]*;* [~~When necessary,~~] 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[~~.~~]*;* [~~Review~~] *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 [~~Henry Classification Formula and/or~~] state identification order file; post and delete flags on all [~~intra-state's NCIC and NCJIS~~] *intrastate National Crime Information Center (NCIC)* and *Nevada Criminal Justice Information System (NCJIS)* wanted fugitives; [~~when applicable, making~~] *designate* current submission *as* the new master as a result of a new scar, amputation or deformity; [~~and~~] 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[~~, but not limited to,~~] 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 [~~National Crime Information Center(NCIC) III~~] *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 [~~Repository~~] *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 [~~inked~~] 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.

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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.

Perform related duties as assigned.

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CLASS CONCEPTS

Fingerprint/Records [~~Technician IV~~] *Supervisor***:** [~~The Fingerprint/Records Technician IV functions as the unit coordinator for either the Criminal Program Unit or the Applicant Program Unit and performs under general supervision of the Records and Identification Section Supervisor. A position in this class performs and supervises the full range of duties outlined in the series concept and performs the following additional duties:~~

~~Coordinates the planning, directing and proper functioning of work performed in either the Criminal or Applicant Unit of the Criminal History Repository to ensure the orderly flow of work through the unit. This function is performed within each unit by assigning and distributing work to personnel taking into consideration the range of individual abilities; resolving all questions on technical and procedural points received from subordinates; presenting specific suggestions to supervisor regarding proposed changes in established work systems and procedures; participating in meetings or conferences in connection with major revisions in procedure and/or policies; controlling the distribution of supplies, forms and equipment; initiating recommendations for personnel actions such as disciplinary actions and grievances; assisting in the preparation of employee development reports; and overseeing the receiving and billing of monies generated from applicant user fees and ensuring that the Federal Bureau of Investigation receives monies due from the Criminal History Repository for Nevada applicant prints searched at the federal level. (Applicant Unit Tech IV only.)~~

~~Performs quality control checks to ensure compliance with existing instructions, rules, regulations and procedures and to safeguard against missed identification. Quality control checks are accomplished by: reviewing on an intermittent basis fingerprint interpretation and classification formulas initiated by subordinate Fingerprint Technicians; randomly verifying positive identifications made by subordinates of current fingerprints against fingerprints already existing in file; reviewing and making necessary corrections, consolidations and updates in the records system database in the Nevada Criminal Justice Information System (NCJIS) by using Mapper functions and techniques which may include writing of Mapper language computer runs; checking and correcting fingerprint cards and AFIS when two or more records are found to be identical and have different state identification records; and maintaining file integrity by monitoring file growth and establishing file maintenance procedures.~~

~~Classifies and identifies the most complex fingerprints and handles the searching of special work received into the respective unit.~~

~~Prepares statistical reports on unit's data by using Mapper functions/techniques and designing Mapper applications in the Nevada Criminal Justice Information System.~~

~~Trains law enforcement agencies in the use of Criminal History Records, Repository services and the principles and use of the Western Identification Network Automated Fingerprint Identification System. Trains law enforcement agencies and applicant users in the proper methods and techniques of taking fingerprints. Assists in the training of new fingerprint personnel and recommends re training of experienced personnel in the proper principles, practices and techniques of fingerprint identification. Receives telephone calls to instruct, review, assist or discuss section operations with officials of local, state, and federal law enforcement agencies; and with users of the Applicant Program. Prepares written responses answering these types of inquiries submitted via telephone and/or mail. Assists in the designs and writes unit's manual, work guides, pamphlet articles, flowcharts, and training material for the automated and manual operations.~~

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FINGERPRINT/RECORDS]~~TECHNICIAN~~] *EXAMINER* **II**	**31**	**C**	**11.134**
FINGERPRINT/RECORDS [~~TECHNICIAN~~] *EXAMINER* **I**	**28**	**C**	**11.135**

CLASS CONCEPTS (cont'd)

Fingerprint/Records [~~Technician IV~~] *Supervisor***:** (cont'd)
~~Receives telephone calls to instruct new users in correct procedures for submitting fingerprints to the Repository. Resolves all problems and questions dealing with fingerprint submissions received from user agencies. The incumbent in the Applicant Unit also assumes the responsibility for all questions concerning payments and/or billings generated from user fee fingerprint cards.~~

~~Serves as the Records and Identification Section Supervisor in his or her absence.~~]

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 [~~Technician~~] *Examiner* **III:** [~~The Fingerprint/Records Technician III position functions as a lead performing quality control, audit/review tasks, and providing technical technician responsible for direction to the Technicians at the Tech II and I level. Positions at this level perform under general supervision in all technical aspects of fingerprint identification as outlined in the series concept .~~]

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.

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CLASS CONCEPTS (cont'd

Fingerprint/Records [~~Technician~~] *Examiner* **III** (cont'd)
Perform quality control procedures [of] *for* fingerprinting processing to ensure compliance with existing instructions, rules, regulations and procedures and to safeguard against missed identifications[.]*;* [~~This function is performed by: checking on a continual basis~~] *check* fingerprint interpretations and classification formulas initiated by [~~subordinate~~] *probationary* personnel[;]*,* verifying [~~all~~] positive identifications [~~made by subordinates;~~]*,* evaluating fingerprint quality[;]*,* and maintaining file integrity by monitoring file growth and advising [~~Technician IV~~] *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.

Classify [~~the most~~] 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[.]*;* [~~Searches by characteristics the most~~] *search* difficult fingerprints in the manual fingerprint file[~~, fingerprint cards which require a prolonged and painstaking search, multiple superextensions and additional reference classifications.~~]*;* [~~Analyzes~~] *analyze* defective prints and judge whether correct print patterns can be determined for the purpose of classifying[.]*;* [~~Assumes responsibility for initiating~~] *initiate* and conduct[~~ing~~] appropriate searches*,* [~~and~~] recognizing the need for searching other classifications not indicated in order to locate record or determine non-existence of prior record[.]*;* [~~Establishes~~] *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*.

[~~When assigned,~~] Assist in the training of law enforcement agencies and applicant users in the use of [~~Criminal History Records Repository~~] *unit* services and the principles and use of [~~the Western Identification Network Automated Fingerprint Identification System.~~] *WIN-AFIS;* [Recommends] *recommend* re-training of experienced personnel in the proper principles, practices and techniques of fingerprint identification[.]*;* [~~Trains~~] *train* various agencies in the proper methods and techniques of taking *and processing* fingerprints *using integrated, automated systems.* [~~May assist in the training of new fingerprint personnel.~~]

Fingerprint/Records [~~Technician~~] *Examiner* **II:** [~~This is the journey level class in this series. Incumbents~~] *Under general supervision, incumbents* perform the full range of identification duties [~~as~~] outlined in the series concept. In addition, the *Fingerprint/Records* [~~Technician~~] *Examiner* II may [~~be called upon to~~] perform various quality control checks and establish identifications on complex fingerprint classifications. [~~Incumbents may assist users of the section on the basic elements of the program in the form of telephone responses to questions. The incumbent is required to perform various file maintenance duties.~~]

[~~All~~] Technical work[~~, excepting that which is deemed routine by the section supervisor,~~] is audited for quality control with routine *work* being subject to random review by [~~the~~] *a Fingerprint/Records* [~~Technician~~] *Examiner* III or [~~IV~~] *or Fingerprint/Records Supervisor*. [~~Incumbent may also perform the quality control function of the Technician III in his/her absence or when deemed necessary.~~]

Fingerprint/Records [~~Technician~~] *Examiner* **I:** [~~This is the entry trainee level class in the Fingerprint/Records Technician series. Incumbents in this class~~] *Under close supervision, incumbents* perform progressive assignments in order to learn the basic elements, methods, and procedures involved in [~~the~~] *fingerprint* classification, identification and ordered filing [~~under the direct technical and administrative supervision by the section supervisor~~]. All work is reviewed for accuracy and quality and for determining the incumbent's level of abilities, knowledge and progression. [~~Incumbents will process routine work upon completion of training.~~] Incumbents normally progress to the Fingerprint/Records [~~Technician~~] *Examiner* II level upon completion of 24 months of satisfactory performance and *with* the recommendation of the appointing authority.

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MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

* [~~Applicants must undergo~~] *Appointment is subject to successful completion of* an extensive background investigation [~~prior to being considered for appointment~~] *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 [~~be~~] *obtain* NCIC and NCJIS [~~certified~~] *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.*

FINGERPRINT/RECORDS [~~TECHNICIAN IV~~] *SUPERVISOR*

EDUCATION AND EXPERIENCE: [~~Graduation from high school or equivalent education supplemented with a recognized course in the classification and identification of fingerprints using the Henry and NCIC systems and three years experience applying these systems of which one year involved the directing and auditing of the work of others;~~ **OR** ~~one year of satisfactory service as a Fingerprint/Records Technician III in Nevada State service~~] *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):
[~~Working~~] *Detailed* **knowledge of:** [~~basic accounting principles and statistical reporting~~] *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; [~~classify, search, compare and identify fingerprints expertly utilizing complex techniques and fingerprint classification formulas;~~] *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[~~ in the series~~].

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: [~~data processing~~] *networking and computer applications* relating to [~~Mapper programs~~] *fingerprint identification* to [~~cooperate~~] *participate* in the design, implementation and modification of automated reporting formats, files and program concepts [~~with the computer programmer.~~ **General knowledge of:** ~~management principles and practices~~]. **Ability to:** [~~manage subordinate training,~~

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MINIMUM QUALIFICATIONS (cont'd)

FINGERPRINT/RECORDS [~~TECHNICIAN IV~~] *SUPERVISOR* (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (cont'd)
~~fingerprint records and clerical support staff; manage, direct, organize and supervise the activities of subordinate staff engaged in the operations of the unit to ensure that section goals and objectives are carried out~~] *develop training materials and programs*.

FINGERPRINT/RECORDS [~~TECHNICIAN~~] *EXAMINER* III

EDUCATION AND EXPERIENCE: [~~Graduation from high school or equivalent education supplemented with a recognized course in the classification and identification of fingerprints using the Henry and NCIC systems of classification and three years experience applying these systems and the filing and retrieval of fingerprints for identification purposes;~~ **OR** ~~one year of experience as Fingerprint/Records Technician II in Nevada State service~~] *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;* <u>OR</u> *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;* <u>OR</u> *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; [~~the~~] implementation and utilization of automated fingerprint identification [~~system~~] 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 and consolidating arrest and court disposition information which is authenticated and cross-matched to fingerprint cards of accused persons and responding inquiries from numerous authorized users throughout the state;~~] federal and state regulations concerning the storage and release of confidential criminal history information for non-criminal justice licensing, regulatory and pre-employment purposes*.* [**~~General~~**] *Working* **knowledge of:** law enforcement technology, criminal and civil, [~~constituting~~] *relating to* the identification of crimes and mandatory reporting of arrest and disposition for violations occurring within the state as prescribed by statute; [~~the~~] criminal justice process*es* 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*. **Ability to:** [~~classify, search, compare and identify fingerprints utilizing complex techniques and fingerprint classification formulas; work independently; communicate both orally and in writing; operate fingerprint image scanner, laser printer and fingerprint input monitor to perform various searches, registrations, inquiries, quality control checks and other work involving the WIN/AFIS;~~] 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 [~~in the series~~].

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: [~~various federal, state and local agencies which are responsible for the administration of criminal justice;~~] *analysis and identification of latent prints*. [**~~General knowledge of: policy, procedures, practices and regulations of the National Crime Information Center, National Law~~**

FINGERPRINT/RECORDS [~~TECHNICIAN IV~~] *SUPERVISOR*	**34**	**C**	**11.144**
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MINIMUM QUALIFICATIONS (cont'd)

FINGERPRINT/RECORDS [~~TECHNICIAN~~] *EXAMINER* III (contd')

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (cont'd)
~~Enforcement Telecommunications System and other shared networks which are available to statewide~~ users ~~throughout the Nevada Criminal Justice Information System; departmental rules, regulations, policies, State Administrative Code.~~] **Ability to:** [~~maintain cooperative working relationships with law enforcement agencies, users from the criminal justice community and private sectors and local and State governmental officials;~~] interpret and communicate federal and State laws and regulations, court decisions and statutory proposals [~~as applied~~] to maintain [~~the unit's~~] operational integrity and compliance [~~to direct and share information with subordinate personnel and statewide system users; instruct user agencies in all aspects involving manual and automated records management~~].

FINGERPRINT/RECORDS [~~TECHNICIAN~~] *EXAMINER* II

EDUCATION AND EXPERIENCE: [~~Graduation from high school or equivalent education supplemented with a recognized course in the classification and identification of fingerprints using the Henry and NCIC systems of classification; and two years experience applying these systems, and the filing and retrieval of fingerprints for identification purposes;~~ **OR** ~~two years experience as a Fingerprint/Records Technician I in Nevada State service~~] *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 k*nowledge 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:** [~~the~~] criminal justice process*es* 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; [~~interpret and communicate federal and state laws and regulations, court decisions and statutory proposals as applied to maintaining the unit's operational integrity and compliance to direct and share information with subordinate personnel and statewide system users; communicate both orally and in writing; maintain cooperative working relationships with law enforcement agencies, users from the criminal justice community and private sectors and local and state governmental officials; instruct user agencies in all aspects involving manual and automated records management;~~] operate [~~fingerprint image scanner~~] *FIS*, laser printer and [~~fingerprint input monitor~~] *FIM* to perform various searches, registrations, inquiries, quality control checks and related work involving [~~the WIN/AFIS~~] *WIN-AFIS*; recognize and take legible fingerprints; *and all knowledge, skills and abilities required at the lower level.*

<div align="center">**MINIMUM QUALIFICATIONS** (cont'd)</div>

FINGERPRINT/RECORDS [~~TECHNICIAN~~] *EXAMINER* II

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
[**Knowledge of:** ~~the implementation and utilization of automated fingerprint identification system for the purpose of digitizing, storing and retrieving fingerprint minutiae related to criminal history records~~ manual and automated indexing systems as applied to referencing and consolidating arrest and court disposition information that is authenticated and cross-matched to fingerprint cards of accused processing; persons and responding to inquiries from numerous authorized users throughout the State; 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:** various federal, state and local agencies that are responsible for the administration of criminal justice.] **General knowledge of:** relating to policy, procedures, practices and regulations of the National Crime Information Center, National Law Enforcement Telecommunication System and other shared networks that are available to statewide users of the Nevada Criminal Justice Information System;] departmental rules, regulations, policies and [~~State~~] *applicable Nevada* Administrative Code[~~s~~]; law enforcement technology, criminal and civil, [~~constituting~~] *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: instruct user agencies in all aspects involving manual and automated records management; provide courtroom testimony.***

FINGERPRINT/RECORDS [~~TECHNICIAN~~] *EXAMINER* I

EDUCATION AND EXPERIENCE: [~~Graduation from high school or equivalent education and one year of experience working in a criminal justice agency as defined in NRS 179A.030. Forty hours of course work in the classification and/or identification of fingerprints or criminology may be substituted for the one year of experience~~] *Associate's degree in criminal justice from an accredited college or university;* <u>*OR*</u> *graduation from high school 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. 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 **k**nowledge of:* [~~the eight basic fingerprint pattern types and symbols used to classify standard fingerprint cards using the Henry system~~] *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; [~~participate in~~] *work as* a team [~~concept~~] *member* and [~~to conduct~~] *maintain* harmonious working relationships with co-workers and [~~all~~] others [~~with whom contact is made during the course of performance~~]; 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 [~~to withstand periods of continuous~~] *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):
[**General 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 identifications of subjects and authenticating criminal records against subject's fingerprints for comparison and possible court adjudication or elimination and identification purposes; the implementation and utilization of automated fingerprint identification system for the purpose of digitizing, storing and retrieving fingerprint minutiae related to criminal history records processing.~~ **Working knowledge of:** ~~manual and automated indexing systems.~~ **Ability to:** ~~classify, search, compare and identify basic fingerprint patterns;~~

FINGERPRINT/RECORDS [~~TECHNICIAN IV~~] *SUPERVISOR*   **34**   **C**   **11.144**
FINGERPRINT/RECORDS]~~TECHNICIAN~~] *EXAMINER* **III**   **32**   **C**   **11.133**
FINGERPRINT/RECORDS [~~TECHNICIAN~~] *EXAMINER* **II**   **31**   **C**   **11.134**
FINGERPRINT/RECORDS [~~TECHNICIAN~~] *EXAMINER* **I**   **28**   **C**   **11.135**

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MINIMUM QUALIFICATIONS (cont'd)

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FINGERPRINT/RECORDS [~~TECHNICIAN~~] *EXAMINER* **I** (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (cont'd)
~~operate fingerprint image scanner, laser printer and fingerprint input monitor to perform various searches, registrations, inquiries, quality control checks and related work involving the WIN-AFIS; recognize and take legible fingerprints.~~] ***(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:	11/17/09	11/17/09	11/17/09	11/17/09