

SNOHOMISH COUNTY JOB DESCRIPTION

FINGERPRINT TECHNICIAN TRAINEE

Spec No. 6248

BASIC FUNCTION

The primary duties of this class are in support of the County's law enforcement support function. Responsibilities include classifying and comparing fingerprint impressions of unknown persons and crime suspects; performing basic technical fingerprint identification and criminal records work.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Assist in processing evidence items from crime scenes for latent fingerprints using various chemical processes.
2. Compare fingerprints from evidence and/or ten print cards to fingerprints currently on file within the Sheriff's Office or through the AFIS databases for positive identification.
3. Prepare and enter latent print tracings; access and search AFIS database; enter data into the AFIS database and retrieve information as needed; report findings.
4. Obtain inked prints (finger and palm) from suspects, victims and inmates.
5. Assist with photographic processing of latent prints; develop film and print photographic enlargements.
6. Give expert testimony as a credible witness in court on latent print processing and inked fingerprint comparisons as requested.
7. Assist in the preparation and presentation of information to various groups explaining the various aspects of fingerprinting.
8. Operate fingerprint-input monitor to initiate searches and register new records in the master computer data files; conduct fingerprint comparisons using images produced by the AFIS.

STATEMENT OF OTHER JOB DUTIES

9. Maintain fingerprint card files for Snohomish County Jail bookings.

KNOWLEDGE AND ABILITIES

Knowledge of:

- basic techniques and methods of fingerprint science
- fingerprinting terminology
- photographic equipment

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KNOWLEDGE AND ABILITIES (Continued)

Knowledge of:

- computer applications and software
- filing procedures

Ability to:

- communicate effectively, both verbal and written, with people regardless of age, sex, social, cultural and ethnic backgrounds
- accurate keyboarding skills and ability to write legibly
- read, interpret and categorize data with high degree of accuracy
- maintain accurate and orderly records; prepare work related documents
- follow complex procedures and oral/written instructions
- lifting items weighing up to 50 pounds
- learn to take fingerprints
- learn advanced techniques of fingerprint science
- use discretion to maintain confidentiality of information
- problem solving skills
- deal with crisis and traumatic events

MINIMUM QUALIFICATIONS

Two (2) years of work experience in a recognized law enforcement agency; OR one year of law enforcement experience specifically in fingerprint pattern determination using AFIS; OR, any equivalent combination of training and/or experience which provides the required knowledge and abilities. One year of continuous college course work in law enforcement may be substituted for six months of the required experience. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License, unrestricted except as to vision, is required prior to appointment.

Must be a lawful permanent resident or United States citizen; minimum 21 years of age, no maximum age. Must pass a Civil Service examination; AND pre-employment examinations including, but not limited to, a complete background investigation, fingerprinting, criminal record check, polygraph examination and a psychological evaluation.

Must be able to successfully complete basic and advanced fingerprint classes and pass state AFIS test to obtain WSP AFIS certification within two years from date of hire. Upon

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SPECIAL REQUIREMENTS (Continued)

successful completion of two-year training period, incumbent will be reclassified to Fingerprint Technician.

WORKING CONDITIONS

Shift, holiday, and weekend work may also be required.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: October 1998

Revised: November 2001

Revised: June 2018

EEO Category: 6 – Administrative Support

Pay Grade: 308 – Law Enforcement Support Pay Plan

Workers Comp: 5306 Non-Hazardous