

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Supervising Fingerprinting Technician	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	School Police Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	024 AASD Supervisors'
REVISED:	February 28, 2006		

BASIC FUNCTION:

Supervise and lead the district's fingerprinting function and act as liaison with district staff, personnel from other school districts, the public, Department of Justice, and other agencies; supervise assigned staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Supervise and participate in the work of the fingerprinting operation for job applicants seeking employment with the school district and other county school districts or agencies. **E**

Coordinate fingerprinting schedules and applicant appointments. **E**

Operate fingerprinting equipment, microcomputers, and other office machines. **E**

Ensure identity verification, accuracy of entries into the computerized system, and capture of fingerprints. **E**

Receive, review, and interpret data from California Law Enforcement Telecommunications System (CLETS) data related to applicant background. **E**

Disseminate and explain restricted information as appropriate. **E**

Ensure other school districts and agencies are properly billed for fingerprinting activities. **E**

Maintain records, extract data, and prepare reports for district staff and others as required. **E**

Select, supervise, train, and evaluate the work of assigned staff. **E**

Oversee and troubleshoot fingerprinting process, transmission, and scanning equipment problems. **E**

Serve as liaison with Human Resource Services staff, the public, Department of Justice, other county school districts, and outside agencies; attend meetings on behalf of the district as appropriate. **E**

Inventory and order supplies; initiate repair orders for equipment. **E**

Develop, explain, and update procedures. **E**

Assist with preparation of department budget. **E**

Relieve the workload of Police Services Management as appropriate.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to five years of full-time equivalent, paid increasingly responsible office-clerical law enforcement experience, including accessing the California Law Enforcement Telecommunications System (CLETS), with an emphasis on public service and supervision. Experience in training and supervising the work of others is highly preferred. Experience with Livescan and related equipment preferred.

LICENSES AND OTHER REQUIREMENTS:

Typing/keyboarding certificate at a net, corrected speed of 40 words per minute.
Completion of training in use of CLETS system and security clearance to access Department Justice information.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Standard office-clerical procedures and methods.
Pertinent policies and procedures.
Reading and writing English communication skills.

ABILITY TO:

Supervise, train, and evaluate the work of others.
Work under conditions requiring close attention to detail, accuracy, and time constraints.
Type/keyboard at a net, corrected speed of 40 words per minute.
Learn the operation of fingerprinting equipment.
Develop or update procedures.
Operate standard office equipment including microcomputers and related software applications.
Use good judgment, tact, and diplomacy with ability to establish and maintain effective working relationships of district staff, the public, and outside agencies.
Plan and organize work.
Meet schedules and time lines.
Collect data, maintain records, and prepare reports.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office environment.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.