

Fingerprint Technician

Position Details

Class Code: 4053

Job Family: Police Services

Classification: Support Professional

Terms of Employment: [Pay Grade 47 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, fingerprints employees and job applicants for the Clark County School District and contracted agencies; submits prints to the U.S. Department of Justice (DOJ) for evaluation. The duties of this job classification involve highly confidential activities.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Accurately enters demographic data of employees/contractors into Live Scan prior to fingerprint session; scans classifiable fingerprints for each individual; completes required information on all fingerprint cards; ensures adequate fingerprint quality.
2. Maintains confidential applicant records in compliance with regulatory requirements.
3. Maintains and updates knowledge/skills required for success in the position by participating in professional development activities, as needed.
4. Enters, updates, and accesses fingerprint information in District or agency databases.
5. Types, files, proofreads, copies, and distributes cards, forms, and memorandums.

6. Operates office equipment including computers, Shared Computer Operations for Protection and Enforcement (SCOPE), copiers, etc.
 7. Cleans and maintains fingerprinting equipment; orders and maintains supplies.
 8. Performs basic accounting duties (i.e., receiving, collecting, verifying, etc.); maintains, updates, and reconciles ledgers, databases, and spreadsheets; performs audit reconciliation tasks and fills out bank deposit slips.
 9. Prepares statistical data, calculations, and financial reports, as directed.
 10. Monitors system entries for accuracy and timeliness.
 11. Monitors the disposal of confidential data obtained through criminal justice databases.
 12. Assists with the Nevada Criminal Justice Information System (NCJIS) audit and other required state compliance audits.
 13. Responds to fingerprint records inquiries.
 14. Conforms to safety standards, as prescribed.
 15. Performs related duties, as assigned.
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Distinguishing Characteristics

Fingerprints individuals as part of a criminal history check, an application process, or as required pursuant to local law or Clark County School District Police Department (CCSDPD) procedures.

Knowledge, Skills, and Abilities (Position Expectations)

1. Ability to recognize, understand, interpret, and apply all District, CCSDPD, local, state, and federal codes, regulations, policies, and procedures applicable to the fingerprint service.
2. Knowledge of principles and practices of database entry/maintenance.
3. Knowledge of filing systems including alphabetical, numerical, chronological, and subject.
4. Knowledge of general office practices and procedures.
5. Basic knowledge of accounting principles and practices.
6. Skills in using a calculator.
7. Ability to learn fingerprinting techniques.
8. Ability to obtain and maintain background clearance to access Nevada Criminal Justice Information System (NCJIS), National Crime Information Center (NCIC), and SCOPE.

9. Ability to obtain certification in local SCOPE, NCIC, NCJIS, and other criminal history databases.
 10. Ability to exercise sound judgment with respect to divulging confidential information.
 11. Ability to give and follow verbal/written instructions.
 12. Ability to communicate verbally and maintain effective working relationships with fellow employees and supervisors.
 13. Ability to read and understand written information.
 14. Ability to perform routine mathematical calculations/tabulations accurately and efficiently.
 15. Ability to operate fingerprint input monitors and data entry terminals.
 16. Ability to adjust to changes in workload.
 17. Ability to work independently.
 18. Ability to meet predetermined deadlines.
 19. Ability to work flexible hours/shifts.
 20. Ability to recognize/report hazards and apply safe work methods.
 21. Ability to work effectively with the public in a high-volume work environment.
 22. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.)
2. Associate degree from an accredited college/university in Criminal Justice; or, Any combination of experience/training equivalent to three (3) years' general office/clerical experience directly involving customer service or public contact duties.

Licenses and Certifications

1. A valid driver's license or state-issued identification card.
2. Qualified candidates must, within six (6) months of hire into the position, obtain and maintain certifications in SCOPE, NCIC, NCJIS, and other criminal history databases.

Preferred Qualifications

Law enforcement or fingerprinting experience.

EXCLUSIONARY FACTORS: Convicted felons or persons convicted of certain misdemeanor or gross misdemeanor crimes are not eligible for hire, as NCJIS certification is a position requirement, and cannot be obtained with the aforementioned convictions. Candidates must pass an extensive background check.

Document(s) Required at Time of Application

1. High school transcripts or other equivalent (i.e., GED, foreign equivalency, etc.)
 2. Copy of a valid driver's license or state-issued identification card.
 3. Transcript(s) from an accredited college/university, if applicable.
 4. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD schools, department offices, etc.

Work Environment

Strength

Sedentary/medium – exert force of 25-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near/far acuity and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

Examples of Equipment/Supplies Used to Perform Tasks

Computers, printers, modems, telephones, fax machines, calculators, filing cabinets/equipment, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 08/29/23
- Created: 01/25/91