

Lead Fingerprint Technician

Position Details

Class Code: 4054

Job Family: Police Services

Classification: Support Professional

Terms of Employment: [Pay Grade 51 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, this position monitors and operates law enforcement communication systems to receive and transmit confidential background searches while acting as a liaison between the Clark County School District (CCSD) Human Resources Division (HRD) and Police Services. Responsible for fingerprinting employees and job applicants for both CCSD and contracted agencies for the purpose of submitting prints to the U.S. Department of Justice (DOJ) for evaluation. The duties of this job classification involve activities that are highly confidential in nature.

Essential Duties and Responsibilities

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

1. Responsible for retrieving, maintaining, screening, explaining, and investigating employment related background information both transmitted and received through such databases as Shared Computer Operations for Protection and Enforcement (SCOPE), KoVis, and all applicable sources while referring questionable information to the appropriate Human Resource administrator.
2. Acts as a liaison between the HRD, Police Services, and Las Vegas Metropolitan Police Department (LVMPD) in accordance with the established SCOPE User Agreement and as liaison between the Department of Public Safety (DPS) and Federal Bureau of Investigation (FBI) for established FBI User Agreement; also

- acts as liaison between the HRD and the Nevada Department of Education for fingerprints requests.
3. Ensures that all current policies and procedures regarding SCOPE, FBI or any system accessed through SCOPE, are created, maintained, distributed, and available to all authorized agency personnel.
 4. Processes re-prints and name checks for all initially rejected fingerprint returns from DPS and FBI and maintains a tracking database.
 5. Always follows operator security agreement and privacy laws.
 6. Maintains documentation of distribution of all related training materials.
 7. Protects confidential data within SCOPE and FBI files, which are governed by state and/or federal statutes, from unauthorized use.
 8. Maintains secure terminals, ensuring monitors are not visible to the public or visitors; always ensures visitors are not left unattended in the terminal area.
 9. Provides system security training for staff with access to criminal history information to ensure that visitors and applicants do not receive printed SCOPE or FBI information.
 10. Monitors error messages received and follows up to correct errors.
 11. Operates law enforcement computerized communications system for retrieval of confidential records obtained or disseminated through law enforcement information systems (LVMPD SCOPE) and Taleo within established practices, procedures, and regulations.
 12. Coordinates and conducts Fingerprinting, SCOPE, and FBI training for department staff at all levels of access, as needed.
 13. Assists in required state compliance audits by retrieving requested records and participating in audit meetings; documents all materials distribution through state audit cycle.
 14. 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 quality of fingerprints.
 15. Maintains and updates knowledge and skills required for success in the position by participating in professional development activities, as needed.
 16. Performs data entry and retrieval activities to enter, update, and access fingerprint information in CCSD or through other agency databases.
 17. Performs clerical duties including typing, filing, proofreading, copying, and distributing cards, forms, and memorandums.
 18. Operates various types of office equipment including computer terminal, SCOPE, copiers, etc.
 19. Cleans and maintains fingerprint equipment; orders and maintains supplies.

20. Performs basic accounting duties (receiving, collecting, verifying, etc.); maintains, updates, and reconciles various ledgers, databases, and spreadsheets; performs audit reconciliation tasks and bank deposit slips.
 21. Prepares various statistical data, calculations, and financial reports, as directed.
 22. Monitors system entries for accuracy and timeliness.
 23. Monitors the disposal of confidential data obtained through various criminal justice databases.
 24. Responds to inquiries regarding information contained in fingerprint records.
 25. Conforms to safety standards, as prescribed.
 26. Performs related duties, as assigned.
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Distinguishing Characteristics

Involves responsibility for performing fingerprinting on individuals as part of a criminal history check, an application process, or as required pursuant to local law or procedures of the Clark County School District Police Department (CCSDPD) and acts as a liaison between the CCSD HRD and Police Services.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of and ability to recognize, understand, interpret, and apply all CCSD, CCSDPD, local, state, and federal codes, regulations, policies, and procedures, as applied to the fingerprint service.
2. Knowledge of principles and practices of database entry and maintenance.
3. Knowledge of filing systems including alphabetical, numerical, chronological, and subject.
4. Knowledge of general office practices and procedures.
5. Basic knowledge of the principles and practices of accounting.
6. Skills in using a calculator.
7. Ability to learn fingerprinting techniques.
8. Ability to obtain and maintain background clearance to access SCOPE.
9. Ability to obtain certification in local SCOPE and other criminal history databases.
10. Ability to exercise sound judgment with respect to the divulgence of confidential information.
11. Ability to give and follow verbal and 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 computations and 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 or shifts.
 20. Ability to recognize and 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 (General Educational Development (GED), foreign equivalency, etc.).
2. Four (4) years experience working as a police dispatcher or four (4) years recordkeeping experience, which includes experience working with live scan fingerprint submissions or automated law enforcement systems.
3. Verified keyboarding/typing score of 45 words per minute (WPM).
4. Qualified applicants must be able to pass an extensive background investigation upon final selection.

NOTE: Keyboarding/typing certifications must follow specific guidelines in order to be considered in your application or Qualified Selection Pool (QSP) placement:

http://ccsd.net/employees/resources/pdf/typing_certification_guidelines.pdf

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application of Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.

3. Safe driving record. Safe driving record must be maintained for the duration of the assignment.
4. Certification in SCOPE and 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 SCOPE certification is a requirement for the position and it cannot be obtained with the aforementioned convictions. Applicants must pass an extensive background check.

Document(s) Required at Time of Application

1. High school transcripts or other equivalent (GED, foreign equivalency, etc.).
 2. Verified typing/keyboarding score of 45 WPM net.
 3. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 4. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
 5. Safe driving record.
 6. Copy of SCOPE and criminal database certifications.
 7. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD HRD and travel to outside agencies.

Work Environment

Strength

Sedentary/medium - exert force up to 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 and 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

Various 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: 04/01/24
- Created: 03/01/21