

**SAN DIEGO COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**

**CLASS TITLE:           FINGERPRINT CLERK, Grade 40**

**DEFINITION:**

Under general supervision, provides clerical and technical support to the electronic fingerprinting function; compiles and maintains related records.

**REPRESENTATIVE DUTIES:**

This position description is intended to describe the general nature and level of work being performed by the employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**ESSENTIAL FUNCTIONS:**

Schedules fingerprinting appointments.

Ensures identity verification, accuracy of entries into the computerized system and capture of fingerprints.

Operates fingerprinting equipment to obtain and transmit fingerprint images and accompanying data to the Department of Justice (DOJ) and/or Federal Bureau of Investigation (FBI).

Interprets and explains fingerprinting practices and procedures to county office and district staff, as well as, the public.

Contacts and responds to inquiries from school districts, local and State agencies, and others to provide and/or obtain information.

Reviews and reconciles monthly billing reports from outside agencies to ensure accuracy of information.

Enters and compiles data, and maintains billing and related records.

Prepares correspondence and reports as required.

Collects designated fees and prepares receipts for fingerprinting activities.

Troubleshoots transmission and scanning equipment problems.

Reports major software and hardware malfunctions to designated technical support personnel.

**NON-ESSENTIAL FUNCTIONS:**

Performs related duties as assigned.

**CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:**

Upon employment, ability to be certified under the Department of Justice Fingerprint Rolling Certification Program. DOJ certification criteria includes: legal California residency at time of certification; a minimum age of 18; and satisfactory completion of a prescribed application and criminal background investigation.

**EDUCATION AND EXPERIENCE:**

A combination of education, training and experience which clearly demonstrates possession of the knowledge and abilities detailed below. A typical qualifying background would include one year of responsible office/clerical experience demonstrating the use of independent judgment, and involving strict and continuous attention to detail in recordkeeping. Experience working with spreadsheet and database applications is required.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Modern office procedures, organization and equipment

Effective recordkeeping systems and procedures

**ABILITY TO:**

Operate and monitor the automated fingerprint identification system and related equipment

Operate a computer and a variety of related software, including spreadsheet and database applications

Maintain accurate and confidential data and records using both computerized and manual storage systems

Learn, apply and communicate fingerprinting practices and procedures

Exercise tact and discretion in working with sensitive and confidential material

Work with close attention to detail and accuracy

Collect data and prepare correspondence and reports

Establish and maintain effective working relationships with those contacted in the course of work

Independently carry out oral and written instructions

Type accurately at a net, corrected speed of 40 words per minute

**WORKING CONDITIONS & PHYSICAL ABILITIES:**

Office setting. Must be able to hear and speak to exchange information in person and on the telephone; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate a computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects.

<b>Established</b>	<b>Approved by the Personnel Commission</b>	<b>Revised</b>	<b>FLSA Status</b>	<b>Salary Grade</b>
09/1998	09/1998	10/2003; 07/2018	Non-Exempt	40