

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Fingerprint Technician Supervisor

CLASS CODE: 2557

GENERAL DESCRIPTION OF DUTIES:

Incumbents are responsible for the daily operation of the Fingerprint Technician Unit.

DISTINGUISHING CHARACTERISTICS:

This is an advanced-level technical classification in the Police Services Series – Identification Group job family within the City of St. Louis. Incumbents perform moderately complex duties with a variety of related tasks. The distinguishing characteristics of this classification within the series include responsibility for the training and supervision of Fingerprint Technicians.

Incumbents work under general direction. They are generally in charge of an organizational unit, plan and carry out assignments with considerable independence, and have some latitude in developing procedures and methods. Supervision is given by occasional conferences.

This is a supervisory class, delegated on a regular daily basis the accountability and signature authority, for actions and decisions that directly impact the pay status and tenure of **two or more full time equivalent** positions. The supervisory duties must include:

Providing documentation to support corrective and disciplinary actions.

Signing performance plans and appraisals.

Resolving informal grievances or formal grievances at the first step.

Starting the hiring process, interviewing applicants and recommending hires, transfers or promotions.

The supervisor has authority to plan, organize, assign and direct the work of other agency employees, and is accountable for the work performance of those employees.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Instructs and supervises the work of the Fingerprint Technicians, examining work and ensuring all assignments are completed to approved standards.

Conducts the training program for the Fingerprint Technicians.

Prepares monthly work schedule and activity report for the unit.

Classifies searches and compares fingerprints of arrested and potential suspect subjects or job applicants to determine if they have a criminal record and are who the purport to be.

Uses state and national AFIS systems to establish prisoner's true identity.

Uses MULES and REJIS name checks to assist in determining prisoner's true identity.

Fingerprints unconscious or deceased subjects to establish identity.

Fingerprints and photographs subjects in accordance with established procedures (e.g. new employees, juveniles, etc.).

Uses cardscan workstation to transmit fingerprints of new employees and private security applicants to the Missouri Highway Patrol and the FBI.

Attends pre-trial conferences and testifies in court as to prisoner identifications and evidence processing results.

Assists with the maintenance of the Department's and Missouri Highway Patrol's criminal and civil fingerprint files.

Chemically processes items for friction ridge evidence.

Logs fingerprint evidence upon receipt.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Human Interaction:

Requires the ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as computer terminal, scanners, fax, magnifiers, camera, electronic storage systems and/or materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a wide variety of reference and descriptive data and information such as forms, orders, packing slips, schedules and general operating manuals.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division.

Functional Reasoning:

Requires the ability to apply principles of influence systems such as supervision, managing, leading, teaching, directing, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

Environmental Factors:

Tasks may risk exposure to adverse environmental conditions, such as odor, noise, dust, heat, cold or chemicals.

Physical Requirements:

Requires the ability to lift laboratory equipment and supplies weighing up to fifty (50) pounds; pushes and pulls carts weighing over one hundred (100) pounds.

Requires the ability to stoop, crouch, climb and balance to handle laboratory equipment and supplies.

Sensory Requirements:

Requires the ability to recognize and identify individual characteristics of shapes to clearly identify objects.

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