



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

FINGERPRINT SPECIALIST I

Job Number: 20000727

Job Code: 24810V231016

Job Group: 2400 - AUXILIARY LAW ENFORCEMENT

Job Established: 02/16/2005

Job Revised: 10/16/2023

Grade: 11 Salary (MIN - MID):

\$16,984-\$25,476 - Hourly

\$2,759.90-\$4,139.86 - 37.5 Hr. Monthly Salary

\$2,943.90-\$4,415.84 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Under direct supervision, learns to perform duties in fingerprint identification via entry and verification of fingerprint records in the Automated Fingerprint Identification System (AFIS). Participates in formal and on the job training; performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Must complete two years (54 semester hours) from a college or university.

EXPERIENCE, TRAINING, OR SKILLS:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Work experience in fingerprint comparison or as a law enforcement officer will substitute for the required education on the basis of one year of experience for two years of education.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess and maintain a valid driver's license prior to employment in this job classification. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this job classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Learn the duties in the principles and methods of obtaining and processing fingerprints. Under supervision performs the following duties: receives and scans inked fingerprint exemplars into the AFIS; analyzes and confirms identity, through use of fingerprint ridge detail, which is part of the verification process generated by entries into the AFIS; determines which fingerprint images are retained as the master search set; continuously maintains the Kentucky State Police master fingerprint file by the consolidation of duplicate records; manually (ink and paper) or electronically (Live Scan) fingerprints civilian applicants and new employees. Performs general office procedures.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting. Occasional travel may be required. Incumbents may be exposed to hazardous chemicals and/or fluids when obtaining and/or analyzing fingerprints.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.