JOB TITLE: FINGERPRINT TECHNICIAN

REPORTS TO: **Assigned supervisor**
SUPERVISES: **No supervisory responsibilities.**

DEFINITION:
Operate and maintain an electronic fingerprinting machine to fingerprint applicants. Perform technical and clerical duties related to the processing of fingerprints for SLOCOE, County school districts and private agencies. Assure compliance with applicable laws, codes, rules and regulations. Maintain confidentiality of privileged and sensitive information. Perform general office and clerical duties of moderate scope and complexity in support of assigned office and programs. Collate, audit, and input program data. Prepare and distribute brochures, packets and mailings.

QUALIFICATIONS:
Required:
1. High school diploma or equivalent.
2. One year of general clerical experience which includes frequent public contact and proven customer support experience.
3. Federal Bureau of Investigation and the California Department of Justice fingerprint clearance as required by California Education Code.
4. Valid California Driver's License.

Desired:
1. Previous fingerprinting experience.
2. Experience in education, non-profit, or public agency.

KNOWLEDGE AND ABILITY:
1. Knowledge of modern office practices, procedures and equipment.
2. Knowledge of basic terminology, processes and operations of assigned office.
3. Knowledge of record-keeping and filing techniques.
4. Knowledge of telephone techniques and etiquette.
5. Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary.
6. Knowledge of operation of a computer and assigned software.
7. Ability to learn policies and objectives of assigned programs and activities.
8. Ability to communicate effectively both verbally and in writing.
9. Ability to complete work with frequent interruptions.
10. Ability to perform mathematic calculations with speed and accuracy.
11. Ability to work confidentially with discretion.
12. Ability to maintain regular and reliable attendance.
13. Ability to work independently, prioritize and manage multiple tasks and effectively apply time management skills.
14. Ability to establish and maintain positive and effective working relationships with diverse populations.
15. Ability to demonstrate interpersonal skills with tact, patience and courtesy.
16. Ability to listen, adapt, and respond to customer needs.
17. Ability to understand and carry out assignments in a neat, orderly, accurate, and timely fashion following verbal or written instructions with minimal supervision.
18. Ability to exercise sound judgments and decisions and to evaluate the results of those judgments and decisions.
19. Ability to deal with problems or issues involving several consistent variables in standardized situations that arise within the scope, authority, and skill set of the classification.

ESSENTIAL FUNCTIONS:

1. Operate and maintain an electronic fingerprinting machine. Fingerprint applicants and process fingerprints according to established procedures. Enter applicant data into computerized database. Distribute appropriate forms to applicants and district offices.
2. Perform technical and clerical duties related to the processing of fingerprints for SLOCOE, County school districts and private agencies; assure compliance with applicable laws, codes, rules and regulations. Submit fingerprints for clearance with the Department of Justice (DOJ). Receive clearances and record information into database. Inform applicants, districts or agencies of clearances. Follow up on delayed clearances. Compile and analyze information concerning applicant clearances and submit to appropriate supervisor for employment approval or denial.
3. Complete, verify and process forms and applications. Receive monies and fees, make change, and issue receipts. Complete and submit related fee deposit forms. Maintain related records and files. Reconcile accounting information to DOJ and district and agency billings. complete and submit billings to appropriate department for payment; assist in resolving billing discrepancies.
4. Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and exchange information.
5. Perform clerical duties in support of an assigned office and program including typing, filing, duplicating, scanning and distributing documents and materials while maintaining confidential information and materials with complete security.
6. Compile information and maintain records and logs related to assigned programs and activities. Maintain filing systems.
7. Input data into an assigned computer system. Maintain automated records and files. Generate computerized lists and reports. Review and audit input and output data for accuracy.
8. Create letters, lists, memoranda, bulletins, fliers, forms, labels, calendars, notices or other documents and materials. Compose and proofread routine correspondence and complete typing assignments. Review and verify the accuracy and completeness of documents. Prepare, collate and distribute informational packets, binders, and bulk mailings.
9. Perform basic clerical accounting duties using accurate mathematical calculations. Review for accuracy and process income and expenditures, process purchase orders and arrange for billings and payments as needed. Maintain related auditable records.
10. Perform related duties within the scope and skill level of the classification.

ENVIRONMENT:

1. Office or school environment.
2. Constant interruptions.

PHYSICAL DEMANDS:

1. Hearing and speaking to exchange information in person or on the telephone.
2. Dexterity of hands and fingers to operate a computer keyboard and office equipment.
3. Seeing to read a variety of materials.
4. Sitting or standing for extended periods of time.
5. Physical agility to lift approximately 15 pounds to shoulder height. Lifting, carrying, pushing or pulling light objects.

HAZARDS:

Contact with dissatisfied or abusive individuals.

Grade Allocation: 23
Adopted: 4/27/16
Revised: 9/26/18