

**FINGERPRINT TECHNICIAN
OCCUPATIONAL GROUP [163]**

FINGERPRINT TECHNICIAN TRAINEE

Duties and Responsibilities

Under close supervision, is trained in and performs beginning level work in the tasks performed by an Associate Fingerprint Technician; performs related work.

Examples of Typical Tasks

Receives training in, and under close supervision assists in performing the following or related tasks:

Taking fingerprints of: persons arrested or convicted of criminal offenses; City employees; candidates for employment or promotion; and persons applying for licensure.

Classifying fingerprints in accordance with established methods and procedures.

Searching fingerprint files for the purpose of comparing fingerprints with any prior impressions on records and to disclose criminal records or cases of substitution or impersonation.

Inputting and/or accessing information from computer database systems.

Assisting other law enforcement personnel in obtaining information regarding criminal histories, arrest reports and other related information.

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FINGERPRINT TECHNICIAN TRAINEE (continued)

Examples of Typical Tasks (continued)

Maintaining fingerprinting files and records of pertinent identification data.

Making regular reports on fingerprints taken, on police records of persons fingerprinted, and on cases of substitution or impersonation.

Qualification Requirements

A four-year high school diploma or its educational equivalent.

Direct Lines of Promotion

There are no direct lines of promotion. This is a trainee class of positions with a probationary period of twenty-one months. Upon satisfactory completion of nine months of training and permanent service, employees in this class of positions will advance, without further examination, to the title of Associate Fingerprint Technician - Assignment Level I. The last twelve months of the probationary period will be served as an Associate Fingerprint Technician. The probationary period may be extended in accordance with the Personnel Rules and Regulations of the City of New York. Employment may be terminated at any time during the probationary period.