



City of Los Angeles

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City of Los Angeles Personnel Department

per.lacity.org

FINGERPRINT IDENTIFICATION EXPERT

Class Code: 1157

Open Date: 8-24-18

(Exam Open to All, including Current City Employees)

ANNUAL SALARY

\$48,483 to \$70,866; \$51,260 to \$74,917; \$54,037 to \$78,968

NOTES:

1. Annual salary is at the start of the pay range. The current salary range is subject to change. Please confirm the starting salary with the hiring department before accepting a job offer.
2. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.

DUTIES

A Fingerprint Identification Expert uses fingerprint identification systems in classifying fingerprints; compares and identifies fingerprint documents; testifies regarding fingerprint results; processes booking record transactions in fingerprint identification system; conducts fingerprint searches for identification purposes; or may supervise such work.

Fingerprint Identification Experts may be required to work on the day, evening, or morning shifts.

REQUIREMENTS/MINIMUM QUALIFICATIONS

1. Successful completion of an accredited course in fingerprint identification; **or**
2. Six months of full-time paid experience in technical fingerprint identification work in a fingerprint bureau in a law enforcement agency.

PROCESS NOTES

1. A valid California driver's license is required. Applicants will be disqualified and not eligible for hire if their record within the last 36 months reflects three or more moving violations and/or at-fault accidents, or a conviction of a major moving violation (such as DUI).
2. Applicants qualifying under Requirement #1 must list their school name and location, appropriate course title, their respective number of semester or quarter units, and completion date for course claimed as qualifying in the text box which will appear in the Supplemental Questions Section of the on-line application. Applicants who fail to provide this information on their application will not be considered further in this examination and their applications will not be processed.
3. Please note that qualifying education must be from a school accredited by a City of Los Angeles recognized agency. A list of approved accrediting agencies can be found at <http://per.lacity.org/Accredited%20Institutions%2008-21-08.pdf>.
4. Candidates completing the examination process will be contacted by the Personnel Department to provide required proof of qualifying coursework. Applicants who wish to expedite this process may attach a copy of their transcripts (annotated with the fingerprint identification course, credit earned, and grade received) to their on-line application at the time of filing in the Attachments section.

WHERE TO APPLY

Applications will only be accepted on-line. **When you are viewing the on-line job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon.** On-line job bulletins are also available at <https://www.governmentjobs.com/careers/lacity> for Open Competitive Examinations.

NOTE:

Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

For additional information and FAQs regarding the City's hiring process, please go to: <http://per.lacity.org/index.cfm?content=employmenttestingprocess>

APPLICATION DEADLINE

City job applications **WILL ONLY BE ACCEPTED ON-LINE** during the dates listed below:

From 8:00 am Friday, August 24, 2018 to 11:59 pm Thursday, September 6, 2018

From 8:00 am Friday, February 22, 2019 to 11:59 pm Thursday, March 7, 2019

From 8:00 am Friday, August 23, 2019 to 11:59 pm Thursday, September 5, 2019

This examination may close without prior notice at any time after a sufficient number of applications have been received. Filing periods may change without prior notice or additional dates may be added, as needed, at a later date. For administration purposes, filing will close periodically and reopen on the dates noted in the "Application Deadline" section of this bulletin.

SELECTION PROCESS

Examination Weight: Written test 100%

The multiple-choice written test will be given on **OCTOBER 20, 2018; APRIL 13, 2019; OCTOBER 12, 2019** in Los Angeles. The examination score will be based entirely on a multiple-choice written test which may include questions designed to measure a candidate's knowledge of: numerical filing systems; fingerprint patterns; ability to analyze completeness and quality of fingerprints to determine whether they are useful for purposes of comparison and identification; interpersonal skills; and other necessary knowledge, skills, and abilities.

Candidates will be notified by e-mail of the exact date, time, and location of the test. The above dates are tentative and subject to change depending on department need and additional test dates may be added as needed.

Additional information can be obtained by going to <http://per.lacity.org/index.cfm?content=jobanalyses> and clicking on Competencies under Fingerprint Identification Expert.

REQUIRED MATERIALS

Candidates should bring to the written test a straight edge ruler, a magnifying glass, and a ridge counter of the type used for classifying fingerprints.

NOTES:

1. As a covered entity under the Fair Employment and House Act and Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities. To request a disability accommodation, please complete the Disability Accommodation Form within 14 days of the submittal of the City application. The Disability Accommodation Form can be obtained at http://per.lacity.org/exams/verify_disability.pdf.
2. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time if it is determined that they do not possess the minimum qualifications stated on this bulletin.
3. Verified volunteer experience equivalent to that required by this bulletin is acceptable. Verification must be provided by the applicant.
4. A final average score of 70% is required to be placed on the eligible list.
5. You may take this examination once a year (365 calendar days). Your name may be removed from the eligible list after six months.

NOTICE:

If you receive and accept an offer of employment to a regular position with the City of Los Angeles, your employee benefit coverage (including health and dental coverage as well as life insurance) will commence approximately six weeks after your original regular appointment. Not all positions in the City receive benefit coverage; you should inquire regarding the availability of employee benefits prior to accepting a position.

**THIS EXAMINATION IS TO BE GIVEN
ONLY ON AN OPEN COMPETITIVE BASIS**

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome.

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