HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

# Fingerprint Specialist

**Job Code:** W2769
**Pay Grade:** WL
**Pay Scale:** $26.32-$49.06 Hourly; $54,745.60-$102,044.80 Annually
**Exempt:** No

## OVERVIEW

Search, identify, and/or verify prints of individuals, offenders, suspected offenders, and unknown or deceased persons within the Automated Fingerprint Identification System (AFIS).

## DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Accurately search and identify prints using the AFIS computerized system.
- Accurately use the ACE-V Methodology to conduct print comparisons.
- Work directly with Central Booking, Criminal Registration Unit, and Juvenile Assessment Center to ensure that all arrested or registering individuals are correctly printed and identified.
- Accurately capture legible inked prints and/or live scan prints of individuals as directed.
- Work with the Hillsborough County Medical Examiner's Office to process deceased prints.
- Work with the Hillsborough County State Attorney's Office to conduct comparisons as requested.
- Remain up to date on new and changing Sheriff's Office policies relating to the Fingerprint Specialist position.
- Write supplements to report and document the finding of print comparisons.
- Testify in court as an expert in friction ridge examination and the forensic science discipline.
- May be required to provide operational support during periods of local, state, and national emergencies in the fingerprinting of decedents during emergency situations due to plane crashes, man-made, and natural disasters.
- Perform other related duties as required.

## KNOWLEDGE & ABILITIES

- Working knowledge of AFIS.
- Working knowledge of the science of fingerprint identification.
- Working knowledge of court procedures.
- Ability to take legible inked prints and/or live-scan prints.
- Ability to communicate effectively both orally and in writing.
- Ability to collect, organize, and evaluate data and to develop logical conclusions.
- Ability to work under stressful conditions.
- Ability to handle confidential information.
- Ability to use a computer and related software.
- Ability and willingness to work outside in a subtropical climate under adverse weather conditions as required.

## SKILLS

- Documentations

- Cross-Team Communication
- Fingerprint Analysis
- Data Entry
- Pattern Recognition
- Detail-Oriented
- Researching
- Communication

## WORKING CONDITIONS

- Work within an office environment within a law enforcement agency.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 10 pounds).
- Shift work: May work day or night shifts and non-standard hours/days including weekends and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

## MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- Two years of experience classifying or identifying fingerprints using an automated fingerprint system.

OR

- Successful completion of the Hillsborough County Sheriff's Office Fingerprint Specialist Trainee status.

## REQUIRED PRE-EMPLOYMENT TESTING

- Completion of pre-employment testing.

## ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff's Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.