



**Charles County Sheriff's Office
Job Description**

Approved:

Date:

Job Title: Part-Time Electronic Fingerprint Technician
Division: Special Operations
Section: Community Services
Bureau: Operations
Reports To: Sworn Alcohol Enforcement Officer
FLSA Status: Non-Exempt
Prepared By: K. Burrows
Prepared Date: August 2018
Salary Level: Grade B
Scale: 7

SUMMARY:

This **part-time** position participates in the Agency's fingerprint program whose purpose is to provide fingerprint services to the general public. The employee receives supervision from, and reports directly to, the Sworn Alcohol Enforcement Officer. Work is evaluated through observations, conferences, and reports.

ESSENTIAL DUTIES:

This is a generalized job description. Specific duties and responsibilities may vary, depending on the assigned location. Duties and responsibilities may be added, deleted, or changed at any time at the direction of management, formally or informally, verbally or in writing.

Type and distribute various correspondence, reports, letters, memos, etc.

Reconcile and accurately calculate monies received on a daily basis.

Ability to open and close the mall office, making sure it is secured at the close of the shift.

Ability to secure the live Scan machines which is used for fingerprinting.

Ability to fingerprint citizens, and accurately enter data into the Live Scan computer program of CJIS.

Answer incoming phone calls, determine the purpose of call, and provide general information regarding fingerprint schedules.

Answer questions from citizens who walk in from the mall.

Schedule appointments for citizens to come in to be fingerprinted.

Comply with all Agency directives regarding personal appearance and uniforms.

Attend and participate in other meetings and training sessions, as required.

Perform other related duties, as assigned.

SUPERVISORY RESPONSIBILITIES: N/A

QUALIFICATIONS:

Knowledge of the principles and practices, rules and regulations found in Standard Operating Procedures (SOP), and other manuals pertinent to the assigned job classification.

Ability to read, write, and speak English in a clear, effective manner, using proper pronunciation, diction, and grammar.

Possess strong community relations skills and the ability to communicate effectively and coherently with other Agency personnel and the public, either in person or by the telephone.

Ability to interact with and exhibit sensitivity to people of various ethnic, religious, gender, racial, and socioeconomic backgrounds.

Ability to understand oral and written instructions, to speak effectively and articulately, to demonstrate good listening skills, and to convey concern, understanding, and empathy.

Ability to enter and retrieve data from computer systems.

Ability to utilize a high level of discretion, good judgment, and confidentiality.

Ability to maintain composure and work effectively in situations of on the job pressure.

Ability to plan, organize, and effectively present ideas and concepts to groups.

Ability to read and comprehend various documents.

Ability to learn and apply training provided by the Agency or designated agency.

Must be able to attend and complete the CJIS "Techniques of Fingerprinting" training.

Must pass a typing test of 25 words per minute.

Must pass various computer skills tests, to include spelling, grammar, data entry and 10-key tests.

Ability to maintain a high level of accuracy in assigned tasks.

Ability to organize and determine priorities of diverse assignments.

Ability to accurately proofread reports.

Ability to work flexible hours.

Knowledge in the use of office equipment such as a typewriter, calculator, computer, fax, and copy machines.

Ability to comprehend, understand and adhere to, at all times, Agency policies, procedures, rules, and regulations.

Possess a valid driver's license and have a good driving record.

Ability to pass a comprehensive background investigation.

Ability to pass random drug and alcohol testings.

EDUCATION and/or EXPERIENCE:

Graduation from a recognized high school or possession of a General Education Development (GED) certificate recognized by the Maryland State Board of Education.

GENERAL CHARACTER REQUIREMENTS:

It is a business necessity that the employee, as a member of the Charles County Sheriff's Office, possess a history and exhibit the characteristics of honesty, reliability, integrity, and interpersonal skills.

Any criminal conviction/arrest may be grounds for disqualification.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office setting with frequent interruption. May sit for prolonged periods of time, answering the telephone, and operating computer equipment.

Communicate effectively and coherently with other Agency personnel and the public, either in person or by telephone, by written report or memorandum, through radio communications or computer network.

Establish and maintain effective working relationships with coworkers and supervisors.

Appropriately accept supervision, criticism, and evaluation.

Function in a structured organization with strict rules of conduct.

Exhibit and maintain professional decorum at all times.

Deal tactfully, effectively, and equitably with people, both within and outside the Agency.

Manipulate keys and keyboards, file drawer latches, and file folders (locating, removing, inserting).

Read computer screens and be able to distinguish colors.

Climb a step stool or stoop down to reach file drawers just above or below arm level.

Must perform work in accordance with sound safety practices.

Must report for duty in a regular and punctual manner.

May be required to work varying hours on a rotating schedule including days, evenings, midnights, weekends, and holidays.

Comply with Agency policies and procedures as outlined in the Administrative and Operational Manual

08/2018