



Charles County Sheriff's Office



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

ELECTRONIC FINGERPRINT TECHNICIAN

Division: Special Operations Division
Section: Community Services Section
Pay Grade: 1E
FLSA Status: Non-Exempt
Classification: Part-Time
Updated on: February 2021

JOB 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**.

ESSENTIAL JOB FUNCTIONS

- Types and distributes various correspondence, reports, letters, memos, etc.
- Reconciles and accurately calculate and process payments and receipts received on a daily basis.
- Prepares and submit spreadsheets and monthly reports for review by Finance and Command Staff, utilizing various computer programs.
- Secures the live Scan machines which is used for fingerprinting.
- Fingerprints citizens, with manual ink roller or Livescan and accurately enters data into the Live Scan computer program of CJIS.
- Answers incoming phone calls, determines the purpose of call, and provide general information regarding fingerprint services and schedules.
- Answers questions from citizens who walk in from the mall.
- Schedules appointments for citizens to come in to be fingerprinted.
- Operates the credit /debit square machine and enter the data into the computer database and prepare necessary summaries.
- Troubleshoots and corrects any discrepancies of returned prints and applications.
- Attends and participate in other meetings and training sessions, as required.

- Performs other related job duties as assigned.
- Greet customers and establish reason for fingerprints and advise them of the cost and collect the appropriate monies and identification.
- Maintains the spreadsheet which keeps the data for the department.

QUALIFICATIONS

Education and Experience:

High school diploma or an acceptable equivalency diploma (GED). Two (2) years of related work experience

Licenses or Certifications:

- Must possess a valid driver's license.
- Must have the ability to become certified as a CJIS Fingerprint Technician.

Special Requirements/Qualifications:

- Must have a good driving record.
- Must 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.
- Must pass a comprehensive background investigation.
- Must pass random drug and alcohol testing.
- Must perform work in accordance with sound safety practices.
- Must report for duty in a regular and punctual manner.
- Must work overtime and work varying hours on a rotating schedule including days, evenings, midnights, weekends, and holidays, as required.

Knowledge, Skills and Abilities:

- Knowledge of the principles and practices, rules and regulations found in Standard Operating Procedures (SOP), and other manuals pertinent to the assigned job classification.
- Knowledge in the use of office equipment such as a calculator, computer, fax, and copy machines.
- Knowledge of basic accounting skills pertaining to cash payments and data entry into the computer.
- Ability to open and close the mall office, making sure it is secured and cleaned at the close of the shift.
- Ability to comply with all Agency directives regarding personal appearance and uniforms.
- Ability to read, write, and speak English in a clear, effective manner, using proper pronunciation, diction, and grammar.
- Ability to 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.
- 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 comprehend, understand and adhere to, at all times, Agency policies, procedures, rules, and regulations.
- Ability to maintain effective working relationships with coworkers and supervisors.
- Ability to appropriately accept supervision, criticism, and evaluation.
- Ability to function in a structured organization with strict rules of conduct.
- Ability to maintain professional decorum at all times.
- Ability to deal tactfully, effectively, and equitably with people, both within and outside the Agency.
- Ability to 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 of computer network.
- Ability to comply with Agency policies and procedures as outlined in the Administrative and Operational Manual.

PHYSICAL DEMANDS

Work is sedentary with frequent periods of sitting and stand for prolonged periods of time, answering the telephone, and operating computer equipment. Must be able to read computer screens and be able to distinguish colors; light lifting of supplies and equipment; climb a step stool or stoop down to reach file drawers just above or below arm level; manipulate keys and keyboards, file drawer latches, and file folders (locating, removing, inserting).

WORK ENVIRONMENT

Work is performed in an office setting with frequent interruption.