

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 4125    **TITLE:** FINGERPRINT SPECIALIST I

**GRADE:** S-15

**DEFINITION:**

Under supervision, performs fingerprint examination and classification using both manual and automated processes, performs complex technical work in the examination, interpretation, analysis, classification and identification of fingerprints; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

Fingerprint Specialist I positions are primarily responsible for receiving and processing criminal and civil ten-print fingerprint and palm print cards, classifying, automating (inputting) and filing finger/palm prints; conducting searches of state and local automated fingerprint identification system (AFIS) to establish positive identity and/or to facilitate crime solving through the generation of candidate lists comparing known prints with unknown latent prints in the database(s). In contrast, Fingerprint Specialist II positions are latent fingerprint examiners whose primary duty is to compare known finger and palm prints with unknown latent prints in order to identify suspects and/or eliminate victims or other innocent parties; and to testify to the results of this examination(s) in a court of law.

**ILLUSTRATIVE DUTIES:**

Classifies ten-point fingerprint cards using automated (AFIS) method, and Henry and/or NCIC manual classification methods as appropriate;  
Compares fingerprint and/or palm print images to establish or verify identities;  
Inputs ten-print cards into the local AFIS database;  
Searches AFIS database(s) to identify unknown individuals and to generate potential leads for the latent examiner's comparison to unidentified latents;  
Handles walk-in and telephone customers requiring copies of print cards or verification of arrest data;  
Expunges ten-print and palm print cards as directed;  
Consolidates ten-print records of same arrestee having multiple arrest numbers;  
Files fingerprint records and maintains agency's fingerprint card repository;  
Prepares supplemental investigative reports as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Basic knowledge of the fingerprint classification systems known as the Henry and National Crime Information Center (NCIC) methods;  
Basic knowledge and aptitude to learn AFIS;  
Ability to effectively communicate orally and in writing;  
Ability to organize and maintain accurate records;  
Ability to work on rotating shifts.

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**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to the following:

High school graduation or possession of a G.E.D. issued by a state department of education;

Successful completion of the FBI (40 hours) Basic Fingerprint School (or equivalent recognized training); PLUS

Two years experience in fingerprint classification and identification.

**CERTIFICATES AND LICENSES REQUIRED:**

None.

REVISED: June 5, 2000

ESTABLISHED: October 5, 1987