

DEPARTMENT OF ADMINISTRATIVE SERVICES
HUMAN RESOURCES DIVISION
PHONE: 815/724-4020
FAX: 815/724-4039



150 WEST JEFFERSON STREET
JOLIET, ILLINOIS 60432-4158

EMPLOYMENT OPPORTUNITIES

JOB POSTING #: 28-17
POSTED: 07/13/07, 8:00 a.m.
EXPIRATION: 08/03/17, 4:30 p.m.
TITLE: Latent Fingerprint Examiner (Position Code #1680)
SALARY: \$62,644 - \$83,526
DEPARTMENT: Police
DIVISION: Investigations

GENERAL PURPOSE

Responsible for the classification, coding, comparison and record maintenance of the Police Department Automated Fingerprint Identification System (AFIS). This position derives its authority to act from the direct instructions of the Evidence Technician Supervisor.

ESSENTIAL DUTIES & RESPONSIBILITIES

Inputs fingerprint data into AFIS;
Compares fingerprints obtained at crime scenes with fingerprints of possible suspects;
Processes physical evidence which may include but is not limited to weapons, clothing, blood samples, narcotics, contraband and fingerprints;
Performs crime scene searches;
Processes court record requests;
Assists in property management of the evidence vault;
Enters and manages data entry in the department's digital property management system, evidence management and bar code systems;
Other duties as required

MINIMUM REQUIREMENTS

High School diploma or equivalent;
Bachelor's Degree preferred;
Certification as a latent print examiner by the International Association for Identification (IAI) required;
Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Skills in communication and interpersonal skills to professionally and respectfully interact with coworkers, managers, the public, and government officials to exchange or convey information, both orally and in writing;
Proficiency in use of technology including smart phone, iPad and PC.
Proficiency in use of the Microsoft Office Suite;
Ability to write clear and concise reports, memoranda, directives and letters;
Ability to develop comprehensive plans from general instructions;
Ability to accomplish assigned administrative tasks with a minimum of supervision and with only general directions;
Personal and professional integrity of the highest order;
Thoroughness and dependability;
Ability to understand and follow complete oral and written instructions;
Ability to prepare oral and written reports;
Physical skills necessary to perform the duties of the position;
Ability to establish and maintain effective working relationships with employees, City officials and the public;

SPECIAL REQUIREMENTS

Must possess a valid State of Illinois motor vehicle operator's license.

TOOLS AND EQUIPMENT USED

Telephone, personal computer with appropriate software, copy machine, fax machine and any other equipment that may come into common use or be necessary to perform needed tasks.

A full job description is available in Human Resources upon request.

EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER