

FRANKLIN COUNTY SHERIFF'S OFFICE

Job Title: Identification Technician 1

Bargaining Unit: Teamsters Local 413

Hours of Work: Full time

Rate of Pay: \$17.45 per hour

Job Duties

In one of the Correctional Facilities:

- Processes subjects/inmates slated or reporting to the facility by recording demographic, arrest and/or court ordered data
- Captures fingerprint and palm images via a live scan
- Processes records through local Automated Fingerprint Identification System (AFIS)
- Compares fingerprint images for repeat offenders "one to one" for positive ID
- Captures mug photos and tattoos and updates information
- Completes forms required by the courts and/or administration
- Submits criminal records to State and Federal law enforcement agencies
- Creates and files documents
- Assists and communicates with outside law enforcement agencies and court systems
- Appears in court as a witness when necessary
- Performs other duties as assigned by the ID supervisor, a uniform supervisor or relayed by a person of the same or lesser rank.

Knowledge Skills and Abilities

Knowledge of public relations, agency policies & procedures; Ability to recognize grammatical & spelling errors; gather, collate & classify information about data, people or things; handle sensitive inquiries from & contacts with officials & general public; identify distinguishing characteristics of fingerprints; work in a team environment; communicate orally and in writing; articulate the ID process for court testimony; read and understand directions and materials vital to the responsibilities assigned by the Sheriff's Office, including, but not limited to, training manuals, agency policies & procedures & written orders & correspondence. Must be competent using personal computer and Microsoft Office applications or other Windows based programs.

Minimum Class Qualifications for Employment

Must be 18 years of age, U.S. Citizen, and have a high school diploma or GED. Must pass drug screen and background check. **Must type 35 wpm.**