

Polk County Sheriff's Office Job Description
1641 Identification Technician I

August 14, 1998, October 9, 2006, Revised March 10, 2008

Position Concept:

The Identification Technician I performs technical and operational duties related to the classification, filing, and searching of fingerprints.

The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The Identification Technician I may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

Essential Functions:

- Classify and file fingerprint cards
- Examine fingerprints
- Conduct fingerprints of PCSO members
- Process evidence for latent prints
- Conduct photography work
- Complete written reports
- Compile statistical reports
- Testify in court

Education, Professional Certification or License:

- High School or GED
- Valid Florida driver's license

Professional Experience:

- Six (6) months clerical/office experience with keyboarding on data entry involved

Status:

[X] Civilian [] Sworn [] Certified

Blood and Viral Pathogen Risk:

[X] Minimal Risk [] Foreseeable Risk

Environmental Conditions:

- Tolerate strong odors
- Works around chemicals
- Works various shifts

Required Skills and Knowledge:

Knowledge of:

- Latent examination procedures
- Crime scene photography/processing
- PCSO policy and procedures
- Henry system of classification and filing
- Photography
- Fingerprinting techniques
- Basic fingerprinting procedures
- Pattern interpretation
- Safety requirements
- Crime scene processing procedures
- Court procedures
- Case legality
- Basic fingerprint science

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Ability to:

- Read and write English
- Alphabetize
- Operate a motor vehicle
- Operate office equipment

Skills:

- Technical examination
- Interpersonal
- Basic mathematical
- Computer
- Keyboarding
- Basic English grammar
- Report writing

Physical Requirements:

- Sit for long periods
- Stand for long periods
- See at normal range or with accommodations
- Hear at normal level or with accommodations
- Speak English understandably
- Manual dexterity
- Ambulate independently
- Bend/Squat
- Walk
- Climb
- Tolerate strong odors
- Recognize colors
- Lift minimum 30 lbs.

For additional information on this position refer to the Job Task Analysis.