

Polk County Sheriff's Office Job Description
1828 Identification Technician II

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

Position Concept:

The Identification Technician II 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 II 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
- Record fingerprints of members/public
- Process unattached hands and/or fingers
- 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
- Minimum of eighty (80) hours formal instruction in fingerprint related topics

Professional Experience:

- Two (2) years experience in fingerprint classification and filing and in evidence processing
- Successfully complete the Polk County Sheriff's Office Identification Technician training or equivalent training

Status: Civilian Sworn Certified

Blood and Viral Pathogen Risk: Minimal Risk Foreseeable Risk

Environmental Conditions:

- Tolerate strong odors
- Works around chemicals
- Occasional work with detached human hands and/or fingers
- Works various shifts

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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
- Anatomy
- Safety requirements
- Crime scene processing procedures
- Court procedures
- Case legality
- Basic fingerprint science

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.