

AFIS OPERATIONS MANAGER

CODES/PAY RANGE

Class Code: 3135

EEO Code: B

Pay Range: 212

MAJOR FUNCTION

Highly responsible professional and administrative work overseeing the daily management of the Sheriff's Office latent fingerprint unit.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Oversees operation and management of Technical Services Unit. Prepares and manages unit budget. Requests and manages capital equipment. Supervises subordinates including hiring, discipline, evaluations, training, etc.

Interfaces with department command staff, FDLE and FBI. Serves as subject matter expert. Assists with grant research and development. Provides statistics for grant resolution and justification.

Examines latent crime scene fingerprints for comparison value. Compares latent fingerprints with the fingerprints on file. Examines, classifies, files, and maintains master fingerprint cards. Classifies, files, and maintains latent fingerprint cards.

Gives sworn testimony on the results of fingerprint comparisons. Prepares fingerprint exhibits for court appearances. Processes items of evidence for latent fingerprints. Prepares written supplementary case reports stating findings.

Fingerprints individuals as needed.

Instructs other technicians in latent fingerprint comparisons.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of modern fingerprinting and fingerprint classification, comparison, and filing techniques. Knowledge of fingerprint procedures of the Federal Bureau of Investigation. Knowledge of courtroom proceedings.

Ability to process evidence for latent fingerprints. Ability to testify in court on latent fingerprint comparisons. Ability to prepare exhibits for court purposes. Ability to maintain records and write reports. Ability to establish and maintain effective working relationships with supervisors, police officer, court officials, and others. Ability to testify in court as to the chain of custody of specific items of evidence while in his/her custody. Ability to pass an in-depth background investigation to be conducted on all qualified applicants.

MINIMUM QUALIFICATIONS

Bachelor's degree in Criminal Justice or related field, and five (5) years applicable job experience.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Physical Demands: Light work. Ability to see, stand, reach, lift, grasp, handle, bend, crouch, kneel, stoop, feel; finger dexterity.

Environmental Demands: Inside work. Ability to tolerate fumes, odors, fumes. Exposure to human remains.

Mental Demands: Ability to read and comprehend professional and technical journals, manuals, procedures, and instructions; memos, letters, evaluations, summaries. Ability to write complex sentences relaying information, data and details in summary, opinions, findings. Ability to perform basic mathematical functions. Ability to speak clearly and concisely relaying information to layman.

New 6/07