

JOB DESCRIPTION
San Diego County Office of Education

Fingerprint Clerk

Purpose Statement

Under general supervision, provides clerical and technical support to the electronic fingerprinting function; compiles and maintains related records.

Diversity Statement:

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Representative Duties:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

Essential Functions:

- Schedules fingerprinting appointments.
- Ensures identity verification, accuracy of entries into the computerized system and capture of fingerprints.
- Operates fingerprinting equipment to obtain and transmit fingerprint images and accompanying data to the Department of Justice (DOJ) and/or Federal Bureau of Investigation (FBI).
- Interprets and explains fingerprinting practices and procedures to county office and district staff, as well as, the public.
- Contacts and responds to inquiries from school districts, local and State agencies, and others to provide and/or obtain information.
- Reviews and reconciles monthly billing reports from outside agencies to ensure accuracy of information.
- Enters and compiles data, and maintains billing and related records.
- Prepares correspondence and reports as required.
- Collects designated fees and prepares receipts for fingerprinting activities.
- Troubleshoots transmission and scanning equipment problems.
- Reports major software and hardware malfunctions to designated technical support personnel.

Other Functions

Performs related duties as assigned.

Job Requirements: Minimum Qualifications

Knowledge and Abilities:

KNOWLEDGE of:

Modern office procedures, organization and equipment;
Effective recordkeeping systems and procedures.

ABILITY to:

Operate and monitor the automated fingerprint identification system and related equipment;
Operate a computer and a variety of related software, including spreadsheet and database applications;
Maintain accurate and confidential data and records using both computerized and manual storage systems;
Learn, apply and communicate fingerprinting practices and procedures;
Exercise tact and discretion in working with sensitive and confidential material;
Work with close attention to detail and accuracy;
Collect data and prepare correspondence and reports;
Establish and maintain effective working relationships with those contacted in the course of work;
Independently carry out oral and written instructions;
Type accurately at a net, corrected speed of 40 words per minute.

Working Environment

Office setting.

Must be able to hear and speak to exchange information in person and on the telephone; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate a computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Experience: One (1) year of responsible office/clerical experience demonstrating the use of independent judgment, and involving strict and continuous attention to detail in recordkeeping. Experience working with spreadsheet and database applications is required, and;

Education: N/A

Equivalency: A combination of education, training, and experience equivalent to one (1) year of responsible office/clerical experience demonstrating the use of independent judgment, and involving strict and continuous attention to detail in recordkeeping. Experience working with spreadsheet and database applications is required.

Required Testing

N/A

Certificates

Upon employment, ability to be certified under the Department of Justice Fingerprint Rolling Certification Program. DOJ certification criteria include: legal

California residency at time of certification;
a minimum age of 18; and satisfactory
completion of a prescribed application and
criminal background investigation.

Continuing Educ./Training

N/A

Clearances

Criminal Background Clearance

Criminal Justice Fingerprint/Background
Clearance

Drug Test

Proof of physical examination including TB
Screen

FLSA State: Non-exempt

Salary Range: Classified Support, Grade 040

Personnel Commission Approved: September 12, 1998

Revised: 10/2003, 07/2018