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## Job Description

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**POSITION TITLE:** Fingerprint Technician #2497  
Human Resources  
Business Services

**SALARY PLACEMENT:** Classified Salary Schedule  
Range 34

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### **SUMMARY OF POSITION:**

Under direction of the Chief Human Resources Officer or administrative designee, performs a variety of technical human resources duties and provides assistance to prospective and current personnel and prepares and maintains a variety of related personnel records and reports. Does related work as required.

### **MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:**

Possess a high school diploma or equivalent of the completion of the twelfth grade. Supplemental course work in HR/Payroll, business administration, or a related field. Two years of varied and progressively responsible clerical experience.

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:**

Experience working in a school district or county office of education. Human Resources/Payroll-related experience.

### **CREDENTIALS AND/OR SKILLS AND ABILITIES:**

Knowledge of:

- assigned software
- practices and procedures related to human resources; operations, policies and objectives relating to personnel activities
- applicable sections of State codes and other laws regarding assigned personnel activities; laws, rules, regulations involved in test creation and validation, recruitment, compensation, and classification activities
- record-keeping techniques
- correct English usage, grammar, spelling, punctuation, and vocabulary
- telephone techniques and etiquette
- basic research methods
- principles of training and providing work direction

Ability to:

- operate a computer
- perform a variety of technical duties and provide assistance to prospective and current personnel
- perform a variety of technical duties related to the recruitment, examination, interviewing, and employment of personnel
- prepare and maintain a variety of related personnel records and reports
- apply, explain, and enforce rules, regulations, policies, and procedures related to personnel

- distribute, screen and process employment applications and other personnel-related documents
- answer telephones and greet visitors and the public courteously
- perform clerical duties such as filing, typing, duplicating, and maintaining routine records; operate office machines
- communicate effectively both orally and in writing
- establish and maintain cooperative and effective working relationships with others
- work confidentially with discretion
- work efficiently with many interruptions
- be flexible and receptive to change

Possess:

- interpersonal skills using tact, patience, and courtesy

### **ESSENTIAL FUNCTIONS:**

Essential functions may include but are not limited to:

1. Process fingerprint information and maintain fingerprint records for county office personnel. Maintain accurate accounting of pre-employment fingerprints and prepare clearance list.
2. Schedule fingerprinting appointments and maintain online scheduling platform.
3. Ensure identity verification, accuracy of entries into the computerized system, and capture of fingerprints to the Department of Justice (DOJ) and/or Federal Bureau of Investigation (FBI).
4. Interpret and explain fingerprinting practices and procedures to county office, district staff, and public.
5. Maintain database of all applicant submissions, fee, and payment information.
6. Ensure weekly revenue is submitted to SJCOE Business Department.
7. Create billing and statistical reports. Review monthly DOJ billing report for accuracy.
8. Act as designated lead custodian of records and access Criminal Offender Records Information (CORI).
9. Troubleshoot transmission and scanning equipment problems. Operate and monitor live scan equipment.
10. Communicate with school districts participating in the fingerprint consortium regarding clearances, RAP sheets, subsequent arrests, and rejected fingerprints.
11. Compose and type letters, reports and other documentation as directed.
12. Operate a variety of standard office equipment, such as a personal computer and applicable human resources and payroll software, telephone, fax machine and copier.
13. Establish and maintain confidentiality in performing job duties and secure confidential information.
14. Establish and maintain cooperative and effective working relationships with employees and the general public.
15. Perform related duties as assigned.

### **PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

### **WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district staff, and the public.