



Position Title: Part-Time Fingerprint Assistant

Job Code: 8349

Grade: CT

Reports To: Director Basic Law Enforcement/Chief of Police

FLSA: Non-Exempt

Job Description:

The Part-Time Fingerprint Assistant handles the FDLE and FBI records for the Background Investigation Unit, assists with fingerprint backgrounds on all medical, education, security, and academy students, as well as all employees, and assists local law enforcement agencies with their LiveScan.

Duties & Responsibilities:

- Assists the background investigator with physically fingerprinting all students in the medical and educational schools, all employees and law enforcement applicants using LiveScan
- Explains waiver forms and answers inquiries
- Completes filing and maintains records for the Background Investigation Unit.
- Answers telephones as needed.

Essential Personnel:

Non-essential

Minimum Requirements:

- Associate's degree and two years of experience in law enforcement or security setting or two (2) years of experience in law enforcement or security setting
- Must be knowledgeable on FDLE filing procedures
- Must have a basic knowledge of the fingerprinting procedures
- Must have good communication and interpersonal skills

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name