

JOB DESCRIPTION
Pleasanton Unified School District

FINGERPRINT TECHNICIAN

Purpose Statement:

The job of Fingerprint Technician is done for the purpose/s of fingerprinting employees, job applicants and personnel of contracting organizations; generating related reports; maintaining computerized equipment; scheduling appointments; monitoring regulatory requirements; maintaining records in conformance with financial, legal and administrative requirements; and performing a variety of clerical functions. The functions of this job classification require the performance of activities that are of a highly confidential nature.

Essential Functions

- Composes documents (e.g. standardized correspondence, reports, bulletins, memos, etc.) for the purpose of documenting events, providing and/or requesting information.
- Fingerprints employees and job applicants for both the District and contract agencies (e.g. other school districts, recreational leagues, city agencies, etc.) for the purpose of submitting prints to the Department of Justice for evaluation.
- Maintains applicant records of a confidential nature for the purpose of complying with regulatory requirements.
- Maintains fingerprinting equipment for the purpose of ensuring that equipment is in operating condition.
- Maintains inventories of supplies and materials for the purpose of ensuring items' availability.
- Monitors income generated from fingerprinting process (e.g. collects fees, prepares deposits, etc.) for the purpose of meeting income/expense projections.
- Processes documents and materials for the purpose of disseminating information to appropriate parties.
- Processes fingerprints to the Department of Justice for the purpose of receiving determination of clearance status.
- Researches regulatory requirements regarding the fingerprinting / clearance process for the purpose of ensuring compliance with current guidelines.
- Responds to inquiries from a variety of internal and external parties (e.g. staff, public agencies, etc.) for the purpose of providing information regarding fingerprinting process and application procedures and/or providing general direction.
- Schedules appointments for fingerprinting for the purpose of meeting requests necessary to determine eligibility for employment.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation; and office methods and practices

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with specific, job-related data; and utilize job-related equipment. In working with others, some problem solving may be required to analyze issues, create plans of action and reach solutions. Problem solving with data may require independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; being attentive to detail; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working with constant interruptions; and operating computerized fingerprinting process.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; and significant fine finger dexterity. Generally the job requires 10% sitting, 10% walking, and 80% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is desired.

Education High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test

Continuing Educ. / Training

None Specified

Certificates & Licenses

None Specified

Clearances

Criminal Justice/Fingerprint Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 14