

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



FINGERPRINT TECHNICIAN SUPERVISOR

JOB CODE: 30069	PAY GRADE: 21	PAY RANGE: \$59,580 - \$95,328
------------------------	----------------------	---------------------------------------

GENERAL DESCRIPTION

Under the general direction of the AFIS Division Commander, performs complex work requiring the supervision and training of a technical staff. Provides direction and coordination of personnel under their command, assuming responsibility for the performance of those members. Work also involves assisting in the daily management of the Automated Fingerprint Identification System, liaison with other agencies, and scheduling of subordinates to provide coverage of the Division. This position assists in the preparation of management documents relevant to the budgeting and funding of routine operations. Supervision is exercised over subordinate technical personnel by assignment and daily review of tasks, periodic staff meetings, and inspections. Duties are accomplished with a degree of independence and at a level of authority and responsibility where the member must exercise good judgment and individual initiative. Work is reviewed through observation and results obtained.

A member in this job classification spends at least 65 percent of their time performing duties that involve the collection, examination, preservation, documentation, preparation, or analysis of human tissues or fluids or physical evidence having potential biological, chemical, or radiological hazard or contamination, or uses chemicals, processes, or materials that may have carcinogenic or health-damaging properties in the analysis of such evidence, or be the direct supervisor of one or more individuals having such responsibility, in accordance with F.S. 121.0515.

SUPERVISES OTHERS: Yes

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Responsible for subordinate members' welfare and care and individual training in the conduct of duties and mentoring
- Reviews subordinate members' work performance; conducts open and honest performance counseling, appraisals, and evaluating conditions of performance; initiates corrective action and/or disciplinary action as necessary
- Ensures subordinate members meet agency standards in personal appearance, maintains and accounts for materials and agency equipment as prescribed by Sheriff's Office policy, Special or General Orders, and Standard Operating Procedures (SOPs)
- Supervises the daily operations of their subordinates, to include, but not limited to, the Automated Fingerprint Identification System (AFIS), the examination of latent prints, and the identification of criminal booking fingerprints

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



- Assists with developing and implementing administrative policies, procedures, and guidelines to ensure operational efficiency and effective administration of assigned personnel
- Coordinates with other departments/sections within the agency and externally to ensure communication and service efficiencies
- Interprets and explains requirements, regulations, and procedures
- Assists in the preparation of the annual budget and monitors the status of allocated funds and expenses
- Assists in the preparation and approval of payroll/time off records
- Supports and participates in assessing staffing needs, interviews, recruiting, and hiring of personnel
- Prepare statistical reports on Division activity
- Regular and reliable attendance is required as an essential function of the position
- This position is considered essential and, in the event of an emergency or natural disaster, will be required to report to work
- Participates in Sheriff's Office recruitment and community relations activities as directed
- This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary

QUALIFICATIONS

- Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Public Administration, or a related field
- Three (3) years' of related experience in fingerprint identification or a related field
- Two (2) years' supervisory experience
- Coursework in the study of the science of Fingerprints preferred
- Or an equivalent combination of education and experience
- Must possess a valid Florida driver's license
- Consideration for this position requires a credit check



KNOWLEDGE, SKILLS, AND ABILITIES

- All of the knowledge, skills, and abilities required of a Fingerprint Technician Shift Supervisor
- Current knowledge of principles and techniques of biometric identification is preferred
- Ability to compare and identify criminal booking fingerprints is preferred
- Ability to conduct training in AFIS computer operations and biometric identification
- Ability to plan and supervise subordinates in a manner conducive to full performance and morale
- Ability to keep accurate records and coordinate staffing
- Knowledge of computer systems and operations as they apply to biometric identification
- Knowledge of the legal, administrative, and procedural regulations applicable to the area of assignment
- Ability to operate equipment and instruments utilized in meeting job requirements and operational responsibilities
- Ability to communicate effectively both orally and in writing
- Time management, organizational skills, and problem-solving
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit or stand up to 6 hours per day
- Stand up to 1 hour per day
- Walk up to 1 hour per day
- Occasionally lift up to 50 lbs.
- Occasionally bend, squat, reach, kneel and twist