



Disability Services
Safety and Claims Management
Department of Executive Services
Human Resources Management Division
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JOB ANALYSIS

Job Title:	Tenprint Examiner	DOT Title:	Fingerprint Clerk I (Gov. Service)
SVP:	4.0 to <6.0	DOT #:	209.367-026
Location of Analysis:	516 3 rd Ave, Seattle, WA 98104	Name of Employee:	
Analyst:	Aliza Hauser, MA, CRC	JA Source:	King County Sheriff Department Laurie Ordonia 516 Third Ave, Rom 1A04 Seattle, WA 98104
Presenting VRC:	Carol Gordon, MA, CRC, CDMS	Employer Contact:	Diana Watkins, Identification Operations Manager
Date Analysis Completed:	9/11/13	Supervisor Contact Information	Laurie Ordonia Phone: (206) 263-2789 E-mail: laurie.ordonia@kingcounty.gov

☐ On-Site ☒ Interview ☒ Representative

Job Description: Compares and identifies roll inked or live scanned fingerprints in various data bases. Provides customer services to crime victims, law enforcement and other requestors.

JOB DUTIES:

Essential Functions according to the employer:

1. All King County jobs require ability/essential function to:
Demonstrate predictable, reliable, and timely attendance.
Follow written and verbal directions to complete assigned tasks on schedule.
Read, write, and communicate in English & understand basic math.
Learn from directions, observations, and mistakes and apply procedures using good judgment.
2. Perform fingerprint, name, alias and warrant searches of criminals, applicants, juveniles, the deceased and others using AFIS to discover identity; examine and compare known prints to database prints; analyze and resolve identity problems through Federal, State and County databases.
3. Resolve any questionable identity problems for the Sheriff's Office, the Department of Adult and Juvenile Detention and other agencies.
4. Provide assistance to agencies and the general public on identification problems, including identity theft resolution; analyze and resolve identity problems by providing customer service in person, by phone or through written communication.
5. Prepare written reports and detailed records; provide and maintain statistical data including performing court-ordered fingerprint maintenance such as expunging, vacating or sealing conviction and arrest records.
6. Prepare testimony and testify as an expert witness regarding the identification of specific inked fingerprints, digitally scanned fingerprint and photo process and crime scene evidence.
7. Maintain qualifications as an expert; keep apprised of relevant court cases, current publications, and professional journals; may attend professional trainings and conferences.
8. Recover latent print evidence at property crimes, assist latent print examiners as needed.
9. May act as point of contact for detectives requesting latent fingerprint processing, including coordinating callout response and keeping detailed notes regarding methods used, and maintaining chain of custody rules.
10. May be required to travel to hospitals or medical examiner's office to take fingerprints of incapacitated or deceased individuals to determine identity.
11. Train less experienced staff; may provide educational presentations for citizens' academies, local schools and tours of the units.
12. Research and make recommendations for procedural changes.



King County Job Analysis Completed on:

Employee:

DOT #: 209.367-026

Job Title: Tenprint Examiner

Claim # :

13. Troubleshoot basic AFIS computer problems; may provide oversight to vendor service engineers and technical staff to troubleshoot issues.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

MINIMUM QUALIFICATIONS: Knowledge of the basic principles of fingerprint examination, and ability to pass a comparison and classification test. Basic to intermediate experience with word processing and other office applications. Visual acuity to review fingerprints.

DESIRABLE QUALIFICATIONS: Knowledge of laws, policies or procedures pertaining to law enforcement, criminal justice, fingerprint identification, forensics, biometrics, records systems, AFIS, or Livescan. Accuracy and thoroughness, good communication skills, team player, and ability to work with little supervision.

NECESSARY SPECIAL QUALIFICATIONS:

This is a Civil Service classification. All incumbents must be United States citizens and be able to read and write the English language. Offers of employment are contingent on passing both a thorough background investigation and polygraph examination.

Ability to work rotating shifts including nights, weekends and holidays and demonstrate predictable, reliable and timely attendance.

Washington state driver license.

Additional licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required.

Machines, Tools, Special Equipment, Personal Protective Equipment Used:

Desktop computers, laptop, telephone, copy/fax/printer/scanner, paper shredder, digital cameras, magnifiers, county vehicles, ink fingerprint station and rollers, Livescan fingerprint capture device, exam gloves, various cleaning products. Occasionally may use eye protection, respiratory mask, disinfectant, high-risk gloves, and biohazard suits. Reagents used in property crime processing:, Conventional Powders, Cyanoacrylate Fuming, , Fluorescent Powders, WetPrint.

PHYSICAL REQUIREMENTS

Frequency Scale	Strength	Work Pattern
N = Never	<input type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Full-time
S = Seldom (1-10 %, up to 48 min)	<input checked="" type="checkbox"/> Light	<input type="checkbox"/> Part-time
O = Occasional (11-33%, 48 min. – 2 hr 25 min)	<input checked="" type="checkbox"/> Medium	<input type="checkbox"/> Seasonal
F = Frequent (34-66%, 2 hr 26 min – 5 hr 35 min)	<input type="checkbox"/> Heavy	8-10 Hours Per Day
C = Constant (67-100%, more than 5 hr 35 min)	<input type="checkbox"/> Very Heavy	4-5 Days Per Week

This is classified as a LIGHT job by the US Department of Labor.

PHYSICAL DEMANDS		FREQUENCY					ACTIVITY DESCRIPTION
	% Time	N	S	O	F	C	
Sitting	80					X	Computer work in office chair or stool with back support
Standing	15				X		Filing, computer work
Walking	5				X		To retrieve documents, attend meetings

Lifting	N	S	O	F	C		
floor – waist		X				1-30 lbs.	Lifting reams of paper. Lifting archive boxes. Lifting call-out supply box. Processing crime scenes or stocking



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DOT #: 209.367-026

Job Title: Tenprint Examiner

Claim # :

							supplies.
Lifting waist–shoulder	N	S	O	F	C	1-30 lbs.	Lifting archive boxes to storage shelves. Processing crime scenes or stocking supplies.
		X					
Lifting above shoulder	N	S	O	F	C	1-30 lbs.	Lifting archive boxes to storage shelves. Processing crime scenes or stocking supplies.
		X					
Carry (Dist.)	N	S	O	F	C	1-30 lbs.	Moving archive boxes, moving paper supplies, carts are available.
		X					
Pushing/ Pulling	N	S	O	F	C	Minimal	Pushing carts, heavy doors.
		X				5 lbs force	

	N	S	O	F	C	
Climbing		X				Stairs
Balancing		X				On outdoor terrain
Stooping / Bending			X			Filing lower level files, reviewing fingerprints
Twisting*			X			Access to desk space, filing
Squatting / Kneeling		X				
Crawling		X				Not a daily activity / Field work
Foot Controls			X			Driving vehicles and Livescan controls. The employee has the option to use foot pedals or buttons when using the Livescan fingerprint capture device.

	N	S	O	F	C	
Reaching (Level) Forward Below Waist Above Shoulder			X			Opening file cabinets, typing, fingerprinting
		X				
		X				
Handle/Grasp		X				Magnifiers, opening file cabinets
Fine Finger Manipulation				X		Writing, typing, Livescan use. The employee has the option to use foot pedals or buttons when using the Livescan fingerprint capture device.
Hand Controls				X		Driving and Livescan use. The employee has the option to use foot pedals or buttons when using the Livescan fingerprint capture device.
Repetitive Motion			X			Body part: Neck / spine Cycles/hr. Continuous /up to 30 minutes 15 +times a day
Vibratory Tasks		X				

	N	S	O	F	C	
Talking				X		To co-workers, customers, law enforcement personnel
Hearing				X		To co-workers, customers, law enforcement personnel

Visual:

Visual Fatigue				X	Computer work, using magnifiers. Depth perception, color vision,
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DOT #: 209.367-026

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and field of vision needed constantly. Uses dual computer monitors
Visual Fatigue possible.

ENVIRONMENTAL CONDITIONS	FREQUENCY							ENVIRONMENTAL CONDITIONS	FREQUENCY				
	N	S	O	F	C				N	S	O	F	C
Exposure to Weather		X						Noise Intensity		X			
Extreme Cold		X						Atmospheric Conditions		X			
Extreme Hot		X						Exposed Heights		X			
Wet and / or Humidity		X						Exposure to Electricity		X			
Proximity to Moving Mechanical Parts			X					Exposure to Toxic / Caustic Chemicals		X			
Exposure to Explosives	X							Exposure to Radiation		X			
Other:													

Analyst's Comments:

Most environmental conditions can possibly occur when at crime scenes; however normal duties are in an office setting.

Repetitive position- Posture of bending neck: Most commonly occurs while using a magnifier to view prints, reviewing documents, obtaining prints and looking on the ground at crime scenes.

Possible Employer Modifications:

A cart can be used to reduce carrying.

The employee can alternate at will between sitting and standing for most work.

Viewing screens can be used to reduce neck / spine fatigue.

A cart can be used to reduce carrying.

Magnifiers can be used to assist with visual fatigue.

The employee can press buttons with the fingers or can use foot pedals when using the Livescan fingerprinting capture station.

Possible accommodations to reduce neck flexation.

If necessary, office can be accessed via elevator instead of stairs.

Note: The information for this job analysis was gathered by either on-site observation, interview and / or is representative of the labor market as indicated on page one. Additional data may have been obtained from standardized industry resources such as the DOT, GOE, COJ, OOH, WOIS and O-NET. On occasion, practicality and feasibility prevent the direct observation and/or gathering of objective, quantifiable data. For this reason, a "best estimate" may have been used.

Analyst:

Presenting VRC signature:

Vocational Consultant

Date

Vocational Consultant

Date

Employer Verification:

Employee Verification: (optional)

Name

Date

Name

Date



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MEDICAL PROVIDER:

☐ I agree that the employee can perform the physical activities described in this job analysis and can return to work.
State date employee is released to return to work if different from today's date

☐ I agree the employee can perform the described job but only with modifications (describe in comments section).
Modifications are needed on a permanent ☐ or temporary ☐ basis.

☐ The employee **temporarily** cannot perform this job based on the following physical limitations:

Anticipated release date: _____

Treatment plan: _____

☐ The employee is **permanently** restricted from performing the physical activities described in this job analysis based on the following physical limitations (state objective medical findings):

Comments:

Signature

Date

Print Name

- | | | |
|--|---|---|
| <input type="checkbox"/> Attending Physician | <input type="checkbox"/> Consulting Physician | <input type="checkbox"/> Pain Program Physician |
| <input type="checkbox"/> IME Physician | <input type="checkbox"/> PCE Therapist | <input type="checkbox"/> OT / PT Therapist |
| <input type="checkbox"/> PEP Physician | | |