



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

Job Title:	Identification Technician	DOT Title:	Fingerprint Clerk
SVP:	2	DOT #:	209.367-026
Location of Analysis:	516 3 <sup>rd</sup> Ave Seattle, WA 98104	Name of Employee:	
Department	Sheriff	Division	Technical Services
Analyst:	Aliza Hauser MA, CRC	JA Source:	
Presenting VRC:	Carol Gordon, MA, CRC, CDMS	Employer Contact:	
Date Analysis Completed:		Supervisor Contact Information	Theresa May Phone: (206) 263-2698 E-mail: theresa.may@kingcounty.gov

☐ On-Site    ☒ Interview    ☒ Representative

### Job Description:

Roll quality inked or Livescan fingerprints on 100% of the inmates booked into King County jails. Take quality palm prints on inmates for the AFIS database. Take photographs of all inmates. Obtain DNA samples and forwards to Washington State Patrol Crime Lab. Process property crime scenes. Testify as an expert witness in courts of law. Total processing of each inmate may takes up to 20 minutes. Complete paperwork on each inmate. Job is primarily completed in a jail setting, but can be in an office setting, lab, or in field as needed.

### 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.  
Work independently or as part of a team and interact appropriately with others.
2. Obtain clear, classifiable, electronic and inked fingerprints and palm prints safely while wearing hygienic gloves; ensure quality prints and images by visually checking fingerprints and palm prints.
3. Photograph offenders (face and visible tattoos) using an electronic mug shot system; provide photos to deputies, officers and authorized individuals upon request. Compare current inmate appearance with what is described in mug shot database and update accordingly. Create suspect montage/photo line-ups. Input data in computer.
4. Obtain DNA samples by handling oral swabs of the inside of inmates' mouths, safely while wearing hygienic gloves and protective clothing as needed.
5. Work with heightened awareness to identify potential dangers and ensure safety of self and inmates.
6. Perform searches using various computer applications (names indexes or databases). Participate in resolving questionable identity problems for other agencies as well as Sheriff's Office and the Department of Adult and Juvenile Detention. Communicate in person, on phone or in writing with



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various law enforcement agencies as necessary.

7. Provide customer support to other agencies over the phone and document Livescan problems; make a complete record of the issues and call for technical support when warranted.
8. Prepare for and testify in court or formal proceedings about the work performed.
9. Maintain qualifications as a subject matter expert; keep apprised of relevant court cases, current publications and professional journals; may attend professional trainings and conferences.
10. Recover latent print evidence at assigned property crime scenes and prepare detailed notes; transport DNA and other confidential material and evidence, maintaining chain of custody rules.
11. Practice constant vigilance in working with a diverse population of inmates who may pose safety or security risk for employees and other inmates.
12. Disinfect, clean, label, store and/or dispose of all contaminated surfaces or objects.
13. May be required to travel by automobile to hospitals or medical examiner's office to take fingerprints of incapacitated or deceased individuals to determine identity.
14. Work rotating shifts including nights, weekends and holidays.
15. Train less experienced staff; may provide educational presentations for citizens' academies, local schools and tours of the units.
16. Research and make recommendations for procedural changes.

#### **EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:**

**MINIMUM QUALIFICATIONS:** Ability to pass a visual acuity test. Basic to intermediate experience with word processing and other office applications. Customer Service Skills. Ability to perform under stress and exercise good judgment in stressful situations.

**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 with diverse populations, 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.



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

Desktop computers, telephone, copy/fax/printer, 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
<b>N</b> = Never	<input type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Full-time
<b>S</b> = Seldom (1-10 %, up to 48 min)	<input checked="" type="checkbox"/> Light	<input type="checkbox"/> Part-time
<b>O</b> = Occasional (11-33%, 48 min. – 2 hr 25 min)	<input checked="" type="checkbox"/> Medium	<input type="checkbox"/> Seasonal
<b>F</b> = Frequent (34-66%, 2 hr 26 min – 5 hr 35 min)	<input type="checkbox"/> Heavy	8-10 Hours Per Day
<b>C</b> = 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	30				X			Computer work in office chair or stool with back support for up to 2 hours at a time for up to 6.5 hours total in a work shift.
Standing	20				X			On tile or cement floor, with some anti-fatigue mats, for up to 12 minutes at a time for up to 2 hours total in a work shift.
Walking	50			X				On tile or cement floor for distances of up to 300 feet for up to 5 minutes at a time for up to 5.5 hours total pending a work shift schedule.

<b>Lifting</b> floor – waist	<b>N</b>	<b>S</b>	<b>O</b>	<b>F</b>	<b>C</b>	30 lbs.	Processing crime scenes or stocking supplies.
		X					
<b>Lifting</b> waist–shoulder	<b>N</b>	<b>S</b>	<b>O</b>	<b>F</b>	<b>C</b>	30 lbs.	Holding up the arm of an inmate when obtaining fingerprints – from 33” to 44” from floor, processing crime scenes, or stocking supplies.
				X			
<b>Lifting</b> above shoulder	<b>N</b>	<b>S</b>	<b>O</b>	<b>F</b>	<b>C</b>	30 lbs.	Processing crime scenes or stocking supplies.
		X					
<b>Carry</b> (Dist.)	<b>N</b>	<b>S</b>	<b>O</b>	<b>F</b>	<b>C</b>	30 lbs.	Processing crime scenes or stocking supplies.
		X					
<b>Pushing/</b>		<b>S</b>	<b>O</b>	<b>F</b>	<b>C</b>	Minimal	Manipulating the hand, arms and



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<b>Pulling</b>	<b>N</b>						fingers of inmates in order to obtain finger prints. Pushing carts, heavy doors.
				X		5 lbs force	

	<b>N</b>	<b>S</b>	<b>O</b>	<b>F</b>	<b>C</b>	
Climbing		X				Stairs
Balancing		X				Processing crime scenes
Stooping / Bending			X			Processing crime scenes or stocking supplies.
Twisting*				X		Manipulating the hand, arms and fingers of inmates in order to obtain finger prints.
Squatting / Kneeling		X				Processing crime scenes
Crawling		X				Processing crime scenes
Foot Controls				X		Driving vehicles and using Livescan controls. The employee has the option to use foot pedals or buttons when using the Livescan fingerprint capture device.

	<b>N</b>	<b>S</b>	<b>O</b>	<b>F</b>	<b>C</b>	
<b>Reaching</b> (Level) Forward Below Waist Above Shoulder				X		Fingerprinting inmates, processing crime scenes.
		X				Filing
		X				Filing, gathering stock materials
Handle/Grasp				X		Manipulating the hand, arms and fingers of inmates in order to obtain fingerprints. Holding objects and fingerprint brushes while processing crime scenes.
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: Hands/Arms Cycles/hr. continuous
Vibratory Tasks	X					

	<b>N</b>	<b>S</b>	<b>O</b>	<b>F</b>	<b>C</b>	
Talking				X		To co-workers, customers, law enforcement personnel
Hearing					X	To co-workers, customers, law enforcement personnel. Must listen for potential dangers, announcements, and alarms in correctional facilities.

Visual:

Visual Fatigue					X	Computer work, evaluating fingerprint quality
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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 a jail or office setting.  
Employee must have ability to rotate head up to 90 degrees (Left and right) while observing inmate movement.

#### Possible Employer Modifications:

A cart can be used to reduce carrying.  
The employee can alternate sitting and standing as needed when waiting to print inmates.  
The employee can press buttons with the fingers or can use foot pedals when using the Livescan fingerprinting capture station.

**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.



LiveScan Print Capture Device (Left),  
Office Space, (Right)



Analyst:

Presenting VRC signature:



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\_\_\_\_\_  
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 Physican        | <input type="checkbox"/> PCE Therapist        | <input type="checkbox"/> OT / PT Therapist      |
| <input type="checkbox"/> PEP Physician       |   |   |