

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

CAL-ID TECHNICIAN

DEFINITION:

Under general supervision, to perform specialized identification of fingerprints using the Cal-ID fingerprint classification system; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Examines and matches fingerprints from print cards with prints from various data bases in the Cal-ID system;
- Pattern types fingerprints;
- Enters and retrieves information and fingerprints from the Cal-ID system;
- Compares prints and determines points of identification;
- Analyzes characteristics of each candidate fingerprint set;
- Through the process of elimination, establishes positive identification by point-by-point comparison of minutiae within individual fingers or establishes that the subject has no prints on file;
- Sorts, photocopies, routes and files records;
- Maintains and checks logs of reports received;
- Researches and provides criminal history and wanted persons information to law enforcement officers and other authorized personnel.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

One year of clerical experience, **AND** satisfactory completion of the City's Police Records Clerk Phase Training Program, **AND** six months of experience performing specialized fingerprint matching and identification using the Cal-ID system, **AND** satisfactory completion of the City's automated Cal-ID Fingerprint Identification System Phase Training Program.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.