

July 1, 1999

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SUPERVISING CAL-ID TECHNICIAN

DEFINITION:

Under direction, to supervise and coordinate the work of a group of Cal-ID Technicians; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Develops and updates procedures for the work unit;
- Troubleshoots work unit problems or complaints;
- Assists subordinates in performing the more complex fingerprint identification work;
- Maintains quality control by spot checking subordinates' work;
- Selects, prioritizes, assigns, schedules, trains, counsels and rates the work performance of subordinates;
- Compiles work load statistics for the work unit;
- Inventories and orders supplies for the work unit.

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.

Three years of clerical experience which must include one year of experience in a records division of a law enforcement agency. Ability to type at a corrected speed of 30 words per minute.

- * **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.