

**AFIS OPERATOR / LATENT PRINT EXAMINER
SHERIFFS DEPARTMENT
FLSA STATUS: NON-EXEMPT**



POSITION SUMMARY

Under general supervision, responsible for numerous tasks involving the collection, preservation, comparison, identification, and maintenance of friction ridge impressions. Performs a variety of duties using judgment and discretion in applying effective administration of justice in the criminal justice system and public welfare. Works under stressful conditions. Reports to Criminal Investigations Division supervision.

ESSENTIAL DUTIES

- Collect latent print evidence envelopes from secure drop box submitted by forensic investigators and deputies.
- Collect latent print evidence from other law enforcement agencies within Spartanburg County as well as other surrounding counties and agencies.
- Process evidence when requested in an effort to obtain and preserve latent print impressions.
- Collect and/or analyze post-mortem prints upon request.
- Analyze, compare and evaluate latent print evidence in an effective and timely manner; Determine whether latent prints are of value; Verify identifications made by fellow Latent Print Examiner(s).
- Utilize various tools to aid in comparison and identification of latent prints such as magnifying glasses, scales, ridge counters, computers, cameras, scanners, etc.
- Compare latent prints to known prints of victims and possible suspects in an effort to identify the latent print itself.
- Operate and maintain the AFIS and the national IAFIS terminal; enter latent prints into the AFIS terminal and search the databases for possible matches.
- Complete reports for all latent print comparisons and notify the forensic investigator, patrol deputy or investigator assigned to the case with results.
- Maintain all latent print files secured in AFIS office and other secured storage areas.
- Attend required periodic training sessions and seminars and attend departmental meetings as required.
- Operate various types of equipment in the performance of duties such as county vehicle, computer, copier, fax, etc.

ADDITIONAL JOB FUNCTIONS

- Operate Live-Scan terminal, collecting rolled fingerprint impressions for citizens requesting cards to obtain concealed weapon permits, employment backgrounds checks, citizenship inquiries, etc, as well as collecting rolled fingerprint impressions for deputies to obtain NCIC recertification, and for newly hired county employees.
- Offer expert testimony in court as needed.
- Maintain and secure juvenile fingerprint files.
- Maintain and collect information on latest fingerprint processing and identification techniques; maintain proficiency in latent print identification updates.

APPLICATIONS ACCEPTED UNTIL POSITION IS FILLED

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- Maintain logbook with all incoming latent print cases.
- Complete yearly proficiency testing in latent print examinations.
- Operate and maintain a county vehicle, computer, copier, fax, etc.
- Interacts and communicates with a wide variety of individuals and agencies in the performance of duties such as the Sheriff, Chief Deputy, Captains, Lieutenants, Solicitor, Attorneys and administrative personnel and the public in general.
- Performs other related duties as required.

EDUCATION AND EXPERIENCE

- High school graduate with training in forensics or a related area, with three to five years' experience in a related field, or any equivalent combination of education and experience.
- Associates or Bachelor of Science in Physical or Forensic Science or related field of study preferred.
- Documented training in field of Friction Ridge Analysis also preferred. Background in development of latent prints and use of AFIS preferred.
- Years of experience and training in Friction Ridge Analysis or related field will be considered in lieu of educational preferences.
- Proficiency testing prior to and during employment required.
- Must be knowledgeable with current South Carolina Laws/Codes.
- Have working knowledge of the procedures of Crime Scene/Forensics division.
- Must be able to attend and complete training in all aspects of latent fingerprint classes and be able to obtain SLED AFIS Operations Certification within 6 months of hire.
- Must have a valid S.C. driver's license.

KNOWLEDGE, SKILLS AND ABILITIES

- Must be physically able to operate a variety of equipment which includes telephone, computer, copier, etc. Must be physically able to exert up to fifty pounds of force occasionally, and/or to twenty-five pounds of force frequently, and/or up to ten pounds of force constantly to move objects. Must be able to walk and/or stand for long periods of time. Work frequently includes climbing, bending, stooping, reaching, etc.
- **Date Conception:** Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.
- **Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the receiving of information and instructions from supervisor.
- **Language Ability:** Requires the ability to read a variety of documents and reports.

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Requires the ability to complete various types of records and reports such as incident reports, investigation reports, prosecution summaries, etc. using the proper format, punctuation, spelling, and grammar, using all parts of speech. Has the ability to speak before audience with poise, voice control and confidence.

- **Intelligence:** Has the ability to apply principles of rational systems such as law enforcement and criminal justice, in order to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.
- **Verbal Aptitude:** Requires the ability to record and deliver information and to follow verbal and written instructions. Must be able to interpret law enforcement and personnel terminology and language.
- **Numerical Aptitude:** Requires the ability to utilize mathematical formulas; adding and subtracting totals; multiplying and dividing; determining percentages and decimals; and determining time and weight.
- **Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.
- **Motor Coordination:** Requires the ability to coordinate hands and eyes in using equipment and tools. Requires the ability to operate motor vehicles.
- **Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.
- **Color Discrimination:** Requires the ability to differentiate colors and shades of color.
- **Interpersonal Temperament:** Has the ability to deal with people beyond receiving instructions.
- **Physical Communication:** Requires the ability to talk and/or hear (talking-expressing or exchanging ideas by means of spoken words; hearing-perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

- **Knowledge of Job:** Has working knowledge of the policies, procedures, and methods of the Sheriff's Office. Has extensive knowledge of state and local laws, regulations, and ordinances as they pertain to the specific responsibilities of the positions able to maintain control in various situations. Is able to develop and maintain effective communications and relationships with all departments and agencies involved in the activities of the job. Is able to use independent judgment and discretion as necessary in the performance of routine and non-routine activities. Has the ability to comprehend, interpret and apply regulations, procedures, and related information. Is able to use independent judgment in a wide array of circumstances. Has the ability to work in stressful conditions.

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Knows how to use telecommunications equipment. Is able to prepare incident reports and able to testify in court when necessary.

- **Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all County departments and divisions, co-workers and the general public.
- **Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities".
- **Dependability:** Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards, and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human, and conceptual areas.
- **Attendance:** Attends work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.
- **Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant, and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.
- **Judgment:** Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.
- **Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the County.
- **Relationships with Others:** Shares knowledge with managers, supervisors, and staff for mutual and county benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department's employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the County and to project a good County image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the County.

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Emphasizes the importance of maintaining a positive image within the County. Interacts effectively with higher management, County Administrator, professionals, and the general public.

- **Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines, and events.
- **Safety and Housekeeping:** Adhere to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

LICENSE, CERTIFICATIONS, and OTHER REQUIREMENTS

- All regular full-time and part-time employees of Spartanburg County are required by state law to participate in the South Carolina Retirement System.
- Possession of a valid driver's license issued in the state of South Carolina.

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