



Tenprint Examiner

DEPARTMENT: KCSO - Sheriff's Office
DIVISION: AFIS
SALARY: \$30.67 - \$38.88 Hourly
LOCATION: Assessments - 900 Oakesdale Ave SW, Renton
JOB TYPE: Civil Service, Full Time, 40/hrs Wk
CLOSING DATE: 01/31/24 11:59 PM

SUMMARY:

WHO MAY APPLY: Open to the public. Applicants must be US citizens or Legal Permanent Residents who are able to read and write the English language *and* meet the required background qualifications for employment with King County Sheriff's Office (KCSO). Please be sure to review the [list of automatic disqualifiers](#) for employment with KCSO.

NOTE: An Eligibility List is created from this recruitment and is valid for one year from date of certification and will be used to fill future vacancies.

You can access King County Civil Service Rules at [Civil Service Rules](#).

For application instructions and requirements, specific to Sheriff Office positions, please visit; [Civil Service Application Requirements](#) (<- click here).

The **Tenprint Examiner** position is a great opportunity to join the King County Regional Automated Fingerprint Identification System (AFIS) Program and start a career in criminal justice! The responsibilities of this classification include identifying fingerprints by conducting a thorough examination, researching fingerprints and related files to make identifications; storing and retrieving criminal history information using specialized computer applications; communicating with law enforcement agencies on matters relating to identification and criminal information.

WORK LOCATION: Blackriver Building in Renton. Examiners work in the Tenprint Unit of the King County Regional AFIS Program, under the Technical Services Division of the King County Sheriff's Office.

WORK SCHEDULE: These positions are based on a 40-hour workweek and overtime eligible. Positions operate 7 days a week, 24-hours a day, including holidays. Applicants must be able to work any shift. Assigned shifts and days off may vary at the discretion of management and may rotate on a periodic basis. Additional hours beyond assigned shift may be required. Assigned schedules may include standard or compressed workweeks.

JOB DUTIES:

- Use AFIS to scan, search, compare, and store fingerprint records. Input demographic data and perform quality adjustments to images as needed.
- Analyze and compare fingerprints to make identifications, using rolled or flat fingerprint impressions.
- Perform fingerprint, name, alias, and warrant searches using AFIS and other systems to determine identity; analyze and resolve identity problems.
- Use Livescan or ink to capture fingerprints for use in resolving identity issues.
- Prepare written reports about conclusions, maintain logs and records of work performed such as expunging, vacating, or sealing conviction, and arrest records.
- Troubleshoot basic AFIS computer problems, work with vendor service engineers to resolve issues.
- Testify in court regarding the work performed, the fingerprint examination process, and the underlying principles and basis behind conclusions.
- Maintain qualifications as an expert; keep apprised of relevant court cases, current publications, and professional journals.
- May provide educational presentations for citizens' academies, local schools, and tours of the units.
- Research and make recommendations for procedural changes.
- Perform other duties as assigned.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

- Minimum three months of classroom or practical experience in the analysis, comparison, and accurate identification of fingerprints of varying quality.
- Fingerprinting skills and the ability to recognize the characteristics of a quality fingerprint impression.
- Knowledge of the technology, techniques, and best practices for the capture, classification, examination, and identification of fingerprints or friction ridge detail.
- Knowledge of laws, policies, and procedures regarding the use and dissemination of criminal history data.
- Knowledge of AFIS, Livescan, detention records systems, warrant systems, and computerized criminal history record systems.
- Knowledge in the analysis, comparison, and accurate identification of fingerprints of varying quality.
- Skill in completing work assignments and documenting information with a high degree of accuracy.

HIGHLY DESIRED QUALIFICATIONS:

- Certificate or degree in criminal justice or forensic discipline.
- Skill in using ink or Livescan methods to capture quality fingerprints.
- Experience working with laws, policies, and procedures pertaining to the criminal justice system or process.
- Experience working with detention records systems, warrant systems, AFIS, Livescan fingerprint capture system, and computerized criminal history systems.

NECESSARY SPECIAL REQUIREMENTS:

- Pass Level I Washington State Patrol (WSP) ACCESS (A Central Computerized Enforcement Service System) certification which is required within six months from the date of hire followed, by recertification on set schedule as determined by Washington State Patrol.
- Washington State Driver License and the ability to travel throughout King County, including those areas not serviced by public transportation, in a timely manner.
- One-year probationary period upon hire.

SUPPLEMENTAL INFORMATION:

WORKING CONDITIONS: Work within a 24-hour, seven-day work week, which may include nights, weekends, and holidays.

- Incumbent must function efficiently in an office setting for extended periods with no opportunity to leave during their shift. A Tenprint Examiner is considered an "essential employee," meaning he/she/they are required to work holidays, report for duty during adverse weather conditions, and may be required to work mandatory overtime and shift extensions with little notice. Employees may be required to work for extended hours exceeding normally scheduled shifts in case of emergencies.
- Potential candidates must be able to adapt to working independently.
- Tenprint Examiners work in a shared open concept workspace in close proximity to one another.

Civil Service Recruitment Process: The hiring and selection process is lengthy and takes several months. Applicants that meet all the civil service requirements and minimum qualifications will be invited to participate in the initial technical exam (online); those that pass the initial technical exam will advance to Oral Board Examination/interview (virtual). The timeframe and order of the recruitment process is provided below.

Technical Exam: The technical exam is only administered online due to coronavirus concerns. Qualified applicants will be sent a testing invitation link. To take the test, you will need a computer with a keyboard and mouse or trackpad, and reliable internet connection.

Hiring Process Timeline:

- **January:** Applications accepted.
- **February:** Skill testing (administered online)
- **Late-February:** Panel Interviews (virtual)
- **Early March:** Eligibility List certified, background investigations begin.

UNION MEMBERSHIP: Positions in this classification are represented by the King County Regional AFIS Guild.

TO APPLY: Please carefully review the list of required materials before submitting your application.

- King County application (applying on-line satisfies this)
- Complete answers to all the supplemental questions.

- Resume and a cover letter are encouraged (but not required)

SELECTION PROCESS: Application materials will be screened for clarity, completeness, and responsiveness to the list of qualifications, skills, and abilities. **Answers to supplemental questions will assist in determining your eligibility for further consideration.** The most competitive candidates may be invited to move forward in the hiring process.

CONTACT: If you have questions regarding this recruitment please contact:
Michelle Kobuki, HR Analyst,
michelle.kobuki@KingCounty.gov
206-477-4740

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.kingcounty.gov/>

Job #
TENPRINT EXAMINER
MK

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206-477-3404

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Tenprint Examiner Supplemental Questionnaire

- * 1. You must be a current US Citizen or Legal Permanent Resident to apply for civil service positions with the King County Sheriff's Office. Are you now a US citizen or Legal Permanent Resident?
 Yes No
- * 2. Can you read, write, and speak the English language?
 Yes No
- * 3. The King County Sheriff's Office maintains a list of automatic disqualifiers for employment. This list can be accessed by clicking on this link [Automatic Disqualifiers](#). Please review the disqualifiers and respond to the following question before proceeding. Do you certify that based on your review of the automatic disqualifiers that you are qualified for employment with the King County Sheriff's Office?
Note - This information will be verified prior to scheduling an oral board interview.
 Yes No
- * 4. The background of all King County Sheriff's Office employees and applicants are thoroughly checked. The required background investigation will review and evaluate driving records, criminal records, employment histories, military records, personal and employment references, and related information. A polygraph examination is also required. Are you willing to undergo a background investigation and polygraph examination as part of the employment process?
 Yes No
- * 5. Please tell us how your past fingerprint comparison experience, training, or education has specifically prepared you for this position. *Response must be at least 300 words, or it will be considered incomplete.

- * 6. Please briefly describe any experience or knowledge you have working with confidential information, including retention and destruction, and records management systems. If none, write "none."
- * 8. Do you have previous experience or knowledge of laws and procedures pertaining to criminal justice or courtroom testimony? If yes, please summarize your experience. If none, write "none."
- * Required Question