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## Welcome to the... Office of Human Resources



Job Title: **Latent Print Examiner II**

Closing Date/Time: Continuous

Salary: \$24.58 - \$30.62 Hourly  
\$44,735.00 - \$55,722.00 Annually

Job Type: MERIT

Location: Towson, Maryland

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### Description **Benefits** **Supplemental Questions**

Pay Schedule I, Grade 28, Regular Schedule: 35 hours per week

Vacancies exist in the Bureau of Administrative and Technical Services in the Police Department.

A list of eligible applicants will be established based on the examination as outlined below. Current and future vacancies occurring within this class may be filled from this list of eligible applicants.

All interested transfer and promotional candidates must apply at this time.

List all promotions and changes in job duties due to reclassification as separate work experiences on your application. You must include the dates of the promotions and reclassifications.

NOTE: Failure to complete all fields of the "Work Experience" section of the application will result in your application not being considered. A resume will not be considered in determining your qualifications for a position. Applicants selected for an interview may provide a resume at that time.

Applicants who have obtained a degree from outside the United States of America are required to submit degree equivalency documentation from World Education Services, Inc. ([www.wes.org](http://www.wes.org))

Examples of Duties:

Under general supervision, examines, analyzes and identifies latent prints in support of police investigations, and prepares and gives expert testimony in court.

- Compares known finger, palm, and foot prints with latent print impressions to determine identity for use in police investigations.
- Follows established procedures for maintaining chain of custody.
- Testifies in court proceedings as an expert in latent print analysis.
- Prepares charts, photographs, and other materials for court presentations.
- Maintains reference files of latent prints of value in outstanding cases.
- Collects and develops latent prints using a variety of chemical and photographic methods in a laboratory setting or in the field.
- Develops, implements and conducts quality assurance and quality control programs.
- Reviews, monitors and evaluates unit practices to ensure compliance with established standards, policies and procedures.
- Schedules and coordinates program audits.
- Prepares for, oversees and coordinates ASCLD-LAB accreditation activities.
- Peer reviews casework performed by other examiners.
- Participates in writing SOP's and other unit manuals.
- Trains less experienced latent print examiners in fingerprint examinations and other related duties.
- Assists other forensic personnel in the collection and development of patent print examination and analysis.
- Participates in both internal and external proficiency test.
- Trains fingerprint technicians or less skilled latent print examiners in latent print examination and analysis.

**Examples of Other Duties**

Obtains prints from deceased persons. Classifies fingerprint cards. Searches manual and automated fingerprint files. Gives lectures and presentations to police recruits, community and school groups, and other interested parties. Performs other related duties as required.

(NOTE: The duties and responsibilities listed above are for the purpose of determining a common set of minimum qualifications for all positions in this class. They may not include all of the essential job functions of each position in the class. Each position may not be required to perform all of the essential job functions listed.)

**Qualifications:**

**Required Qualifications**

Certification by the International Association for Identification in latent print identification;  
OR

Possession of a high school diploma or appropriate equivalent, completion of advanced technical or college level coursework or training equivalent to the F.B.I.'s advanced latent fingerprint techniques training.

**Plus**

Two (2) year's experience performing casework in latent fingerprint examinations.

**Licenses**

Possession of a valid license equivalent to a non-commercial, class C Maryland driver's license is required at the time of appointment. All licenses and certifications must be maintained throughout employment.

#### **Character Requirements**

All applicants must be of good moral character and emotionally stable, as determined by a comprehensive background investigation and test for drug use.

#### **Proof of Education, Licenses and Certificates**

Applicants are required to submit proof of certifications, coursework or training equivalent to meet the minimum qualifications for this job. Certifications or proof of training, should be mailed or delivered to ATTN: Latent Print Examiner II, Office of Human Resources, 308 Allegheny Avenue, Towson, MD 21204.

#### **Proof of Degree Equivalency**

Applicants who have obtained a degree outside the United States of America are required to submit degree equivalency documentation from the World Education Services, Inc. ([www.wes.org](http://www.wes.org))

#### **EXAMINATION PROCEDURE**

Applicants will be qualified based on an evaluation of their training and experience, as stated on their application, which includes answers to the supplemental questions. Be sure to state the dates, duties and responsibilities of past and present experience clearly and completely for evaluation purposes.

#### **Conditions of Employment:**

Employees in this classification are subject to call to duty in emergencies, and may be required to work overtime as needed. Incumbents must remain competent to testify as an expert witness during the course of their employment.

Applicant's appointed to this position are required to provide a DNA sample.

#### **Physical and Environmental Conditions**

The work of this classification entails frequent walking, standing, lifting, and exposure to hazardous conditions, including chemicals and bio-hazards, such as human bodily fluids.

#### **Medical Examination and employment Background Investigation**

Applicants selected for an appointment to a position in Baltimore County must successfully complete a physical examination and drug screen and an employment background investigation, including, but not limited to a criminal background and fingerprint check.





**BALTIMORE COUNTY**  
Office of Human Resources  
308 Allegheny Avenue  
Towson, MD 21204

<http://www.baltimorecountymd.gov>

Is accepting applications for the position of:  
**Latent Print Examiner II**

*An Equal Opportunity Employer*

**SALARY**

\$24.58 - \$30.62 Hourly    \$44,735.00 - \$55,722.00 Annually

**OPENING DATE:** 06/29/09

**CLOSING DATE:** Continuous

**THE POSITION**

Pay Schedule I, Grade 28, Regular Schedule: 35 hours per week

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**EXAMPLES OF DUTIES**

Under general supervision, examines, analyzes and identifies latent prints in support of police investigations, and prepares and gives expert testimony in court.

- Compares known finger, palm, and foot prints with latent print impressions to determine identity for use in police investigations.
- Follows established procedures for maintaining chain of custody.
- Testifies in court proceedings as an expert in latent print analysis.
- Prepares charts, photographs, and other materials for court presentations.
- Maintains reference files of latent prints of value in outstanding cases.

- Collects and develops latent prints using a variety of chemical and photographic methods in a laboratory setting or in the field.
- Develops, implements and conducts quality assurance and quality control programs.
- Reviews, monitors and evaluates unit practices to ensure compliance with established standards, policies and procedures.
- Schedules and coordinates program audits.
- Prepares for, oversees and coordinates ASCLD-LAB accreditation activities.
- Peer reviews casework performed by other examiners.
- Participates in writing SOP's and other unit manuals.
- Trains less experienced latent print examiners in fingerprint examinations and other related duties.
- Assists other forensic personnel in the collection and development of patent print examination and analysis.
- Participates in both internal and external proficiency test.
- Trains fingerprint technicians or less skilled latent print examiners in latent print examination and analysis.

### **Examples of Other Duties**

Obtains prints from deceased persons. Classifies fingerprint cards. Searches manual and automated fingerprint files. Gives lectures and presentations to police recruits, community and school groups, and other interested parties. Performs other related duties as required.

(NOTE: The duties and responsibilities listed above are for the purpose of determining a common set of minimum qualifications for all positions in this class. They may not include all of the essential job functions of each position in the class. Each position may not be required to perform all of the essential job functions listed.)

## **QUALIFICATIONS**

### **Required Qualifications**

Certification by the International Association for Identification in latent print identification;  
OR

Possession of a high school diploma or appropriate equivalent, completion of advanced technical or college level coursework or training equivalent to the F.B.I.'s advanced latent fingerprint techniques training.

### **Plus**

Two (2) year's experience performing casework in latent fingerprint examinations.

### **Licenses**

Possession of a valid license equivalent to a non-commercial, class C Maryland driver's license is required at the time of appointment. All licenses and certifications must be maintained throughout employment.

### **Character Requirements**

All applicants must be of good moral character and emotionally stable, as determined by a comprehensive background investigation and test for drug use.

### **Proof of Education, Licenses and Certificates**

Applicants are required to submit proof of certifications, coursework or training equivalent to meet the minimum qualifications for this job. Certifications or proof of training, should be mailed or delivered to ATTN: Latent Print Examiner II, Office of Human Resources, 308 Allegheny Avenue, Towson, MD 21204.

### **Proof of Degree Equivalency**

Applicants who have obtained a degree outside the United States of America are required to submit degree equivalency documentation from the World Education Services, Inc. ([www.wes.org](http://www.wes.org) )

### **EXAMINATION PROCEDURE**

Applicants will be qualified based on an evaluation of their training and experience, as stated on their application, which includes answers to the supplemental questions. Be sure to state the dates, duties and responsibilities of past and present experience clearly and completely for evaluation purposes.

### **CONDITIONS OF EMPLOYMENT**

Employees in this classification are subject to call to duty in emergencies, and may be required to work overtime as needed. Incumbents must remain competent to testify as an expert witness during the course of their employment.

Applicant's appointed to this position are required to provide a DNA sample.

### **Physical and Environmental Conditions**

The work of this classification entails frequent walking, standing, lifting, and exposure to hazardous conditions, including chemicals and bio-hazards, such as human bodily fluids.

### **Medical Examination and employment Background Investigation**

Applicants selected for an appointment to a position in Baltimore County must successfully complete a physical examination and drug screen and an employment background investigation, including, but not limited to a criminal background and fingerprint check.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.baltimorecountymd.gov>

OR

308 Allegheny Avenue,  
Towson, MD 21204

EXAM #10.533 06-09  
LATENT PRINT EXAMINER II  
MH

### **Latent Print Examiner II Supplemental Questionnaire**

- \* 1. **Instructions** The purpose of the supplemental questions listed below is to further evaluate your experience and education to determine your eligibility for this job classification. Answer each question accurately and thoroughly. The experience you indicate in your responses to the supplemental questions must also be described, in detail, on the **Work History** section of this application. If you cite experience in your response that is not included on the Work History section of this application, your application may be considered incomplete and you may not receive further consideration for this position. Questions with text answers require you to include the name of the employer/organization and dates of the specific experience.  
 I have read and understand the above instructions.
- \* 2. Failure to complete all fields of the "Work Experience" section of the application will result in your application not being considered. **A resume will not be considered** in determining your qualifications for this position. Applicants selected for an interview may provide a resume at that time.  
 I have read and acknowledge the above statement.
- \* 3. Select the choice that best describes your education and/or training, and experience performing casework in latent fingerprint examinations.

- Certification by the International Association for Identification in latent print identification; plus two year's experience performing casework in latent fingerprint examinations.
  - High School or equivalent and completion of advanced technical or college level coursework or training equivalent to the F.B.I.'s advanced latent fingerprint techniques training, plus two year's experience performing casework in latent fingerprint examinations.
  - Not applicable. I do not have any of the combinations of education and experience described above.
- \* 4. Provide your job title, the name of the employer for whom you do or did perform the work cited in the previous question, and state the beginning and ending dates of your experience, using a month/year format. Be sure that this work experience is also listed in detail on the Work Experience section of your application. If you selected "no" please type N/A in the space below.
- \* 5. Have you ever testified in court as an expert witness in latent print examination?
- yes
  - no
- \* 6. Explain the experience you have with rules of evidence and case law as related to latent print evidence. Be sure and provide your job title, the name of the employer for whom you do or did perform the work, and state the beginning and ending dates of your experience, using a month/year format. Be sure that this work experience is also listed in detail on the Work Experience section on the application. If you do not have any of the experience as listed above, answer this question by entering "N/A".
- \* 7. **Driver's License** Select the type of driver's license you currently hold. Be sure you have provided your driver's license number, class and state in the previous section of this application.
- Commercial Driver's License equivalent to commercial, Class A Maryland Driver's License.
  - Commercial Driver's License equivalent to commercial, Class B Maryland Driver's License.
  - Commercial Driver's License equivalent to a Commercial Class C Maryland Driver's License with a Passenger Endorsement.
  - Non-Commercial Driver's License equivalent to a non-commercial, Class C Maryland Driver's License.
  - Provisional Non-Commercial Driver's License equivalent to a Provisional Non-Commercial, Class C Maryland Driver's License.
  - Driver's License Learners Permit
  - I do not have a driver's license.
- \* 8. This position works in the crime lab which requires applicants to submit to a DNA test at time of appointment. Would you be willing to accept this condition of employment?
- yes
  - no
- \* 9. Employees in this classification are subject to call to duty in emergencies, and may be required to work overtime as needed. Incumbents must remain competent to testify as an expert witness during the course of their employment. Would you be willing to accept these conditions of employment?

- yes
- no

\* 10. Are you willing to submit to periodic drug testing?

- yes
- no

\* 11. Have you lived within 200 miles of Baltimore County for the past 5 years?

- yes
- no

\* 12. If you answered yes to the above question, provide the City, State and zipcode where you lived for the past 5 years. If you answered "no" enter N/A.

\* 13. **Proof of Education, Licenses and Certificates** Applicants are required to submit proof of education beyond high school to meet the required qualifications for this job. Diplomas or transcripts must show the applicant's major field of study. Copies and unofficial transcripts are acceptable. Documents should be delivered or mailed to ATTN: Latent Print Examiner II, Office of Human Resources, 308 Allegheny Avenue, Towson, MD 21204.

- I understand that I must submit my proof of education to meet the required qualifications for this position
- N/A

\* 14. Are you currently a merit (full-time), non-merit (part-time), or temporary employee of the Baltimore County General Government? Employees of Baltimore County Public Schools, Baltimore County Public Library, Baltimore County's court systems or Baltimore County Community College and employees of temporary services used by the County are not considered employees of the Baltimore County General Government.

- yes
- no

\* 15. I understand I am responsible for maintaining the accuracy of my contact information, including my street address, my e-mail address, and my contact telephone numbers. My failure to maintain accurate contact information may result in my not receiving information regarding this job announcement and/or may result in my not being further considered for this employment opportunity. To update this information visit [www.governmentjobs.com](http://www.governmentjobs.com), click on the "career seekers" link, and then follow the prompts.

- yes

\* Required Question

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#### **Conditions of Employment:**

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Applicant's appointed to this position are required to provide a DNA sample.

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### **Description** [Benefits](#) [Supplemental Questions](#)

#### Employment Benefits for Full-Time, Merit or Classified Employees

Baltimore County General Government offers the following benefits to full-time, merit or classified employees. Some benefits vary for sworn employees of the Police and Fire Departments. New employees are eligible for benefits upon hire, unless noted otherwise.

#### Equal Opportunity Employer

Baltimore County is an equal opportunity employer and encourages minority, female and disabled applicants.

#### Smoke free workplace

All Baltimore County offices are smoke free.

#### Drug free workplace

Baltimore County provides a drug free workplace. Prospective employees are required to submit to urinalysis drug testing as part of the pre-employment physical examination.

#### Salary

**Annual Salary review** - Step increases may be granted on anniversary date based on satisfactory job performance

**General Increases** - Cost of living increases and adjustments as legislated

**Longevity Increases** - The County rewards employees for long and faithful service. In accordance with the specific pay schedule, a full-time classified employee may receive a longevity increase, equivalent to one step, upon completion of a certain number of years of classified service with the

**County.**

**Employee Assistance Program**

Our Employee Assistance Program provides confidential and professional assessment and referral assistance for employees and eligible dependents in the household who are experiencing personal problems that may be affecting work performance, job satisfaction, or overall quality of life.

**Health Insurance**

Health Insurance benefits elected become effective the first day of the month following the date of hire if employee has complete online enrollment prior to that date. New employee must enroll with thirty (30) calendar days of hire.

**Medical insurance**

**Prescription insurance**

**Dental insurance**

**Vision insurance**

**Flexible Spending Accounts**

Opportunity to set aside pre-tax dollars for eligible unreimbursed medical care expenses and/or dependent care costs.

**Life insurance**

Employees may elect basic term life insurance for themselves equal to one time the employee's annual salary, rounded to the next higher \$1,000. Employees contribute a portion through monthly payroll deductions. Optional non-subsidized term life insurance for employee (\$10,000 or \$20,000) may be purchased.

**Parking**

Limited partially subsidized parking in Baltimore County Revenue Authority owned facilities for employees who work in the Central Towson area where free parking may not be available.

**Retirement**

Civilian employees can waive for two years, then must join as a condition of employment. Contributory with bi-weekly contributions of a percentage of salary. Cannot withdraw once enrolled. Must complete application or waiver upon hire. (Police, Fire and Correctional Officers have different retirement benefits.)

**Leave**

(Benefits for civilian employees described below. Leave for sworn Police and Fire are different.)

**Sick Leave** - Earn fifteen days per calendar year, at rate of one and one quarter days per month. No maximum on accrual. Can be used while on probation. Accrued balance can be applied toward service credit at retirement.

**Vacation Leave** - Initially earn one day per month, twelve days per year. Earning rate increases to 15 days at 5 years, 20 days at 10 years, and 25 days at 15 years.

**Personal Leave** - Earn one-half day each month, total of six days per year, with no accrual

**Holidays** - Generally ten paid holidays per calendar year.

**Bereavement Leave**

**Jury Leave**

**Military Leave**

**Baltimore County Employees Federal Credit Union**

**Membership in Baltimore County Employees Federal Credit Union offers a full range of savings programs, loans, checking, direct deposit, payroll deduction, savings bonds, and other financial services.**

**Direct Deposit**

**Payroll through direct deposit to the financial institution selected by employee.**

**Educational Assistance**

**70 to 80 percent tuition reimbursement following successful completion of pre-approved courses related to position. Amount of reimbursement and fiscal year dollar limitations vary with bargaining group.**

**Deferred Compensation**

**Nationwide Retirement Solutions offers a 457 retirement plan allowing for payroll contributions of tax deferred dollars to investment options of your choice.**

**Disclaimer**

**This is only a summary of benefits and policies in Baltimore County. Any benefit or policy may be changed at any time at the discretion of the administration. This summary does not constitute an express or implied contract, nor does it constitute a guarantee that your employment relationship will continue for any specified period of time or end only under certain conditions.**

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**BALTIMORE COUNTY**  
MARYLAND

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I have read and understand the above instructions.

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Not applicable. I do not have any of the combinations of education and experience described above.

- \*4. Provide your job title, the name of the employer for whom you do or did perform the work cited in the previous question, and state the beginning and ending dates of your experience, using a month/year format. Be sure that this work experience is also listed in detail on the Work Experience section of your application.

If you selected "no" please type N/A in the space below.

- \*5. Have you ever testified in court as an expert witness in latent print examination?

- yes  
 no

- \*6. Explain the experience you have with rules of evidence and case law as related to latent print evidence. Be sure and provide your job title, the name of the employer for whom you do or did perform the work, and state the beginning and ending dates of your experience, using a month/year format. Be sure that this work experience is also listed in detail on the Work Experience section on the application. If you do not have any of the experience as listed above, answer this question by entering "N/A".

- \*7. **Driver's License** Select the type of driver's license you currently hold. Be sure you have provided your driver's license number, class and state in the previous section of this application.

- Commercial Driver's License equivalent to commercial, Class A Maryland Driver's License.  
 Commercial Driver's License equivalent to commercial, Class B Maryland Driver's License.  
 Commercial Driver's License equivalent to a Commercial Class C Maryland Driver's License with a Passenger Endorsement.  
 Non-Commercial Driver's License equivalent to a non-commercial, Class C Maryland Driver's License.  
 Provisional Non-Commercial Driver's License equivalent to a Provisional Non-Commercial, Class C Maryland Driver's License.  
 Driver's License Learners Permit  
 I do not have a driver's license.

- \*8. This position works in the crime lab which requires applicants to submit to a DNA test at time of appointment. Would you be willing to accept this condition of employment?

- yes  
 no

- \*9. Employees in this classification are subject to call to duty in emergencies, and may be required to work overtime as needed. Incumbents must remain competent to testify as an expert witness during the course of their employment. Would you be willing to accept these conditions of employment?

- yes  
 no

- \*10. Are you willing to submit to periodic drug testing?

- yes  
 no

- \*11. Have you lived within 200 miles of Baltimore County for the past 5 years?

- yes  
 no

- \*12. If you answered yes to the above question, provide the City, State and zipcode where you lived for the past 5 years. If you answered "no" enter N/A.

- \*13. **Proof of Education, Licenses and Certificates** Applicants are required to submit proof of education beyond high school to meet the required qualifications for this job. Diplomas or transcripts must show the applicant's major field of study. Copies and unofficial transcripts are acceptable. Documents should be delivered or mailed to ATTN: Latent Print Examiner II, Office of Human Resources, 308 Allegheny Avenue, Towson, MD 21204.

- I understand that I must submit my proof of education to meet the required qualifications for this position
- N/A

\*14. Are you currently a merit (full-time), non-merit (part-time), or temporary employee of the Baltimore County General Government?

Employees of Baltimore County Public Schools, Baltimore County Public Library, Baltimore County's court systems or Baltimore County Community College and employees of temporary services used by the County are not considered employees of the Baltimore County General Government.

- yes
- no

\*15. I understand I am responsible for maintaining the accuracy of my contact information, including my street address, my e-mail address, and my contact telephone numbers. My failure to maintain accurate contact information may result in my not receiving information regarding this job announcement and/or may result in my not being further considered for this employment opportunity. To update this information visit [www.governmentjobs.com](http://www.governmentjobs.com), click on the "career seekers" link, and then follow the prompts.

- yes

\* **Required Question**

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