



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 I

An Equal Opportunity Employer

SALARY

\$21.80 - \$27.38 Hourly \$39,667.00 - \$49,828.00 Annually

OPENING DATE: 03/22/10

CLOSING DATE: Continuous

THE POSITION

Pay Schedule I, Grade 25, Regular Schedule: 35 hours per week

A list of eligible applicants will be established based on the examination as outlined below.

Current and future vacancies occurring in any Office or Department of Baltimore County General Government may be filled from the 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. Applicants 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.

Failure to submit proof of **Licenses, Certifications and Education** may result in your application not being considered. 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.

EXAMPLES OF DUTIES

Under close supervision, conducts examinations of fingerprints in support of police investigations. Follows a direct course of study to achieve professional qualifications as a Latent Print Examiner.

- Examines latent prints.
- 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.
- Provides fingerprint identification testimony in court.
- 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.
- Accesses MILES, NCIC, AFIS and other networks and databases to research criminal justice information.
- Attends courses in specialized techniques of latent print identification.
- Participates and performs internally and externally prepared 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

Possession of a high school diploma or appropriate equivalent, completion of advanced technical or college level coursework in fingerprint classification; plus one year's experience in latent fingerprint examination.

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.

Licenses and Certificates

Possession of a valid license equivalent to a non-commercial, class C Maryland driver's license is required at the time of appointment.

Proof of Licenses, Certifications and Education

Applicants are required to submit proof of licenses, certifications and education beyond high school to meet the required and preferred qualifications of the position. Diplomas or transcript must show the applicant's major field of study. Copies and unofficial transcripts are acceptable.

Failure to submit proof of **Licenses, Certifications and Education** may result in your application not being considered.

Proof of Degree Equivalency

Applicants who have obtained a degree from outside the United States of America are required to submit degree equivalence documentation from World Education Services, Inc. (www.WES.org)

Mail or deliver documents to:
ATTN: Latent Print Examiner I
Office of Human Resources
Baltimore County Government

308 Allegheny Ave.
Towson, MD 21204

Documents must be received in the Office of Human Resources within seven days of application.

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. Applicants must state the dates and duties of past and present experience clearly and completely for evaluation purposes.

CONDITIONS OF EMPLOYMENT

Persons appointed to this classification may work on either a rotating or fixed shift basis, which will include nights, weekends, holidays and overtime as required. Incumbents must remain competent to testify as an expert witness during the course of their employment.

Physical and Environmental Conditions

The work of this classification entails frequent walking, standing, lifting, bending, and the operation of motor vehicles. Some work requires exposure to hazardous conditions such as chemicals, human body fluids, and adverse weather conditions.

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, education, and fingerprint check.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.baltimorecountymd.gov>

OR

308 Allegheny Avenue,
Towson, MD 21204

EXAM #10.508 02-10
LATENT PRINT EXAMINER I
MH

Latent Print Examiner I Supplemental Questionnaire

- * 1. Failure to complete all fields of the "Work Experience/History" 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.
- * 2. 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. To be considered for this position, the experience you indicate in your responses to the supplemental questions must also be described, in detail, on the **Work History/Experience** section of this application. Questions with text answers require you to include the name of the employer/organization and dates of the specific experience.
- I have read and acknowledge the above instructions.
- * 3. Latent Print Examiner I requires High School or equivalent and completion of advanced technical or college level coursework in fingerprint classification; or training equivalent to the F.B.I.'s advanced latent fingerprint techniques training, plus one year's work experience performing casework in latent fingerprint examinations. Do you have the required experience?
- Yes
- I do not have the required coursework or experience as listed above
- * 4. Provide specific example(s) of the experience you cited in the previous question. Include the employer(s) and dates(s) you performed these duties. Be certain that this experience is also described, in detail, on the Work History/Experience section of this application. If you chose "not applicable" in the previous question, respond by entering N/A to this question.
- * 5. Do you hold a certification by the International Association for Identification in latent print identification? If you answer yes to this question a copy of your certification must be sent to: ATTN: Latent Print Examiner I, Office of Human Resources, 308 Allegheny Avenue, Towson, MD 21204.
- Yes
- No
- * 6. 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.
- * 7. Have you ever testified in court as an expert witness in latent print examination?
- yes
 no
- * 8. Persons appointed to this classification will work extended hours, nights, weekends, and holidays as required. Employees will be subject to call to duty as required. Are you willing to accept this condition of employment? If you answer no, your application will not be considered further.
- Yes
 No
- * 9. Positions in this classification handle very sensitive and confidential information. Mishandling and/or communication of this sensitive and confidential information will result in termination of employment.
- Yes, I am willing to accept these conditions of employment
 No, I am not willing to accept these conditions of employment and therefore I understand I will not be considered for this position with Baltimore County Government
- * 10. This position works in the crime lab which requires applicants to provide a DNA sample at time of appointment. Would you be willing to accept this condition of employment?
- yes
 no
- * 11. 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
- * 12. **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 I, 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
- * 13. 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
- * 14. 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, click on the "career seekers" link, and follow the prompts.
- yes

* Required Question