



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

\$25.07 - \$31.23 Hourly \$45,630.00 - \$56,836.00 Annually

OPENING DATE: 06/29/09

CLOSING DATE: Continuous

THE POSITION

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)

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)

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, click on the "career seekers" link, and then follow the prompts.

- yes

* Required Question