



**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**

\$45,968.00 - \$57,523.00 Annually

**OPENING DATE:** 09/04/17

**CLOSING DATE:** Continuous

**THE POSITION**

Pay Schedule I, Grade 26, Regular Schedule: 35 hours per week

This job announcement may close at any time with little or no notice. Applicants are advised to apply promptly.

Vacancies exist in the Police Department, Forensics Division. Positions within the Police Department **can take up to 6 months to fill** due to the extensive background check required.

**THIS POSITION examines latent prints. THIS IS NOT A BASIC FINGERPRINTING POSITION.**

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.

You can attach your transcript(s) or license(s) to your application.

Failure to submit proof of **Licenses, Certifications and Education** will result in your application not being considered. Proof of licenses, certifications, and/or education must be submitted with each application.

**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.
- 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**

**at least one year's work experience in latent fingerprint examination, not processing. (THE ONE YEAR OF EXPERIENCE MUST BE WORK EXPERIENCE NOT EDUCATION OR CLASSROOM WORK.)**

### **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 transcripts must show the applicant's major field of study. Copies and unofficial transcripts are acceptable.

Failure to submit proof of **Licenses, Certifications and Education** will result in your application not being considered. Proof of licenses, certifications, and/or education must be submitted with each application.

### **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](http://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

You can attach your transcript(s) or licenses(s) to your 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**

On appointment to this classification, an employee must provide a DNA sample to be maintained for quality assurance purposes by way of buccal swab of the inside of the employee's mouth or current standardized collection procedure to be performed by qualified police department personnel. Provision of the DNA sample is a condition of employment and shall only be used for law enforcement purposes as a forensic laboratory or for purposes of human remains identification and request, but only to the extent that the genetic information is used for analysis of DNA identification markers for quality control to detect sample contamination. It shall be maintained and disclosed only in a manner consistent with law, separate from the employee's personnel file as a confidential medical record, and will not be used for any other purpose. See 75 Fed. Reg. 68912, 68936 (November 9, 2010), 42 U.S.C. 2000ff-1(b)(6), 29 CFR 1635.8(b)(6), as amended. Provision of the DNA sample is a bona fide occupational qualification reasonably necessary to the normal operation of the police department. Failure to provide the DNA sample would prevent performance of an essential job function. 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 09-17  
LATENT PRINT EXAMINER I  
JG

### **Latent Print Examiner I Supplemental Questionnaire**

- \* 1. 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.
- \* 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. 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 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. **EXPERIENCE RELATED TO**

YOUR DEGREE CHOICE IS NOT QUALIFYING EXPERIENCE. THIS POSITION IS FOR EXAMINING LATENT FINGERPRINTS. YOU MUST HAVE **EXAMINATION** EXPERIENCE OF LATENT PRINTS LISTED IN ORDER TO QUALIFY. Do you have the required **WORK** experience?

Yes

No

- \* 4. Provide specific example(s) of the experience you cited in the previous question. Include the employer(s) and date(s) you performed these duties. If you chose "No" 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, be sure to attach with your application or send a copy of your certification to: ATTN: Latent Print Examiner I, Office of Human Resources, 308 Allegheny Avenue, Towson, MD 21204.**
- Yes
- No
- \* 6. Have you ever testified in court as an expert witness in latent print examination?
- Yes
- No
- \* 7. Provide specific example(s) of the experience you cited in the previous question. Include the employer(s) and date(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 "I do not have any of the experience listed above" in the previous question, respond by entering N/A to this question.
- \* 8. Explain the **WORK** experience you have with rules of evidence and case law as related to latent print evidence. If you do not have any of the experience as listed above, answer this question by entering "N/A".
- \* 9. Describe briefly your **WORK** experience examining Latent Fingerprints. Be sure to include the employer(s) for whom you do or did this work and the date(s) of employment.
- \* 10. 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
- \* 11. 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.

- \* 12. 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
- \* 13. 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 follow the prompts.
- Yes
- \* 14. 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. Are you willing and able to accept this condition of employment?
- Yes  
 No
- \* 15. Incumbents must remain competent to testify as an expert witness during the course of their employment. Are you willing and able to accept this condition of employment?
- Yes  
 No
- \* 16. 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. Are you willing and able to accept these conditions of employment?
- Yes  
 No
- \* 17. This position works in the crime lab which requires applicants to provide a DNA sample at time of appointment. Would you be willing and able to accept this condition of employment?
- Yes  
 No
- \* 18. **The position you are applying for requires proof of education and/or licenses beyond high school in order to qualify. You must submit this proof as instructed on the job posting. If you do not submit the transcript(s) or license(s) by the closing date, your application will not be considered further.**
- I have read and acknowledge the above instructions.
- \* 19. **Proof of licenses, certifications, and/or education must be submitted with each application.**
- I have read and acknowledge the above statement.
- \* Required Question