

**KENOSHA CITY/COUNTY JOINT SERVICES
1000 55 STREET
KENOSHA, WI 53140**

IDENTIFICATION TECHNICIAN

GENERAL STATEMENT OF DUTIES: The Identification Technician provides the photographic, identification, and evidence processing functions for the police and sheriff's departments and other criminal justice or authorized agencies in Kenosha County. The technician works in conjunction with and provides technical assistance to law enforcement and criminal justice officials. Work in this classification requires a high degree of accuracy with limited independence of action under the general direction of the evidence/identification supervisor. The technician acts in technical matters during the supervisor's absence. Overtime may be required.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (not limited to) Operates computer terminals, teletype equipment, typewriters, cameras, photographic and laboratory processing equipment and other miscellaneous equipment; classifies and compares fingerprints and friction ridge impressions; files and distributes fingerprint cards and searches fingerprint files; processes evidence and latent fingerprints; takes fingerprints and photographs; files and/or distributes photographs or photographic negatives; and testifies in court on related duties.

OTHER REQUIRED DUTIES AND RESPONSIBILITIES: Answers inquiries from law enforcement officials and the public, compiles and records data, checks documents to insure completeness and accuracy, assists in training, and performs any other duties required.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES: Shall include but are not limited to, the ability to read, write, and speak English fluently, hear and understand telephone and verbal communications; vision capable of reading documents, examining friction ridge impressions, color tones, and operating equipment; ability to bend and reach; ability to lift and carry objects weighing up to 25 lbs a distance of 100 feet; ability to mentally retain information on a short and long term basis; ability to comprehend and follow oral and written instructions; ability to schedule, organize, and execute assigned tasks; ability to compile, analyze, record, and assemble data and information in a meaningful and effective manner; knowledge of basic office skills, practices, and procedures including filing and general clerical functions; ability to type at an error free rate of 35 words per minute; ability to maintain effective professional relationships with members of Joint Services, other agencies, and the public; the knowledge of, or the ability to learn, basic chemistry, photographic processes, science of fingerprint classification, comparisons, techniques, and skills, rules of handling and processing evidence, operation of computer terminals, teletype, and other equipment used in the assigned duties, and the operation, repair and maintenance of cameras and photographic processing equipment.

All applicants are required to pass a series of qualifying tests including but not limited to a written examination, typing test, oral interview, physical examination, drug screening, and a records and background investigation. All qualifying applicants will receive consideration for employment without regard to age, race, creed, color, sex, national origin, disability, or political affiliation. Residency within a defined perimeter must be established 90 days after successful completion of the probationary period. The residency policy and map may be viewed upon request.

TRAINING AND EXPERIENCE: Must have a high school diploma or G.E.D. and at least one year of general office experience, or any combination of training and experience which provides the required knowledge, skills, and abilities.

SALARY AND FRINGE BENEFITS: Effective January 1, 2009, the pay range for this position starts at \$16.33 per hour to a maximum of \$21.00 after 54 months. Effective July 1, 2009, the pay range for this position starts at \$16.41 per hour to a maximum of \$21.11 after 54 months. Shift premium is additional. Health and dental insurance premiums, group life insurance, and the employee's share of retirement contributions are paid for in full by Joint Services. Sick leave, vacations, and Social Security benefits are provided.

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