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## Job Specification

### IDENTIFICATION OFFICER

#### DEFINITION:

Under direction of a supervisory officer, performs work involved in the identification of persons through the use of fingerprints, photography and DNA sample collection; serves as a member of the institutional Pre-Release Committee; does related work as required.

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### EXAMPLES OF WORK:

Administers the Buccal swab sample procedure to obtain a DNA sample (saliva) for DNA registration.

Serves as a member of the institutional Pre-Release Committee to facilitate the release of inmates in accordance with laws, regulations and policies.

Takes and files fingerprints using a standard alphanumeric system.

Assembles and checks records to be typed, checks assembled data to ensure that it is complete and accurate, secures any lacking information, and arranges the data in alphanumeric order before the record is typed.

Interviews new inmates and observes and records descriptive characteristics, inquiring into the past history of the inmate.

Prepares reports and statistical data concerning the work of the Identification Unit.

Processes fingerprints all new employees and/or inmates.

Operates mugshot and identification cameras utilizing digital imaging equipment.

Orders supplies.

Prepares photographic files for Interstate Compacts.

Photographs and fingerprints inmates as part of Sex Offender Registration and for out-of-state parole plans.

Witnesses blood withdrawal for DNA Registration.

Prepares identification and DNA case files for Megan's Law, inmate identification cards and inmate status cards for full or gang minimum; prepares employee identification cards.

Searches files for fingerprints or photographs and performs other daily office duties.

Prepares correspondence.

Will be required to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

#### REQUIREMENTS:

**EXPERIENCE:**

One (1) year of experience in the taking, filing, and searching of fingerprints in an organization using a standard alphanumeric system.

**LICENSE:**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**KNOWLEDGE AND ABILITIES:**

Knowledge of DNA sampling (blood and saliva) techniques.

Knowledge of methods used to take, classify as to the type of prints, and file fingerprints using a standard alphanumeric system.

Knowledge of materials to be filed in an individual's record, and of the methods used to compile needed data.

Knowledge of photography and digital imaging equipment.

Ability to interpret laws, rules and regulations and apply them to specific situations.

Ability to take and file fingerprints according to the alphanumeric system.

Ability to assemble and check materials and data to be incorporated into individual records.

Ability to search files for fingerprints to identify persons.

Ability to prepare correspondence.

Ability to obtain, store, safeguard, and properly use fingerprint and related equipment, materials, and supplies.

Ability to establish and maintain essential records and files.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

**This job specification is applicable to the following title code:**

<b>Job Spec Code</b>	<b>Variant</b>	<b>State, Local or Common</b>	<b>Class of Service</b>	<b>Work Week</b>	<b>State Class Code</b>	<b>Local Class Code</b>	<b>Salary Range</b>	<b>Note</b>
02081		L	C		N/A	02		-

This job specification is for **local** government use only. Salary range is only applicable to state government. Local salaries are established by individual local jurisdictions.

9/20/2003

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