

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: FINGERPRINT ASSISTANT

BASIC FUNCTION:

Under the direction of the Senior Administrator, Human Resources, operate electronic fingerprint equipment to assure accurate criminal background checking of applicants for employment; prepare, maintain and process related forms, applications and records.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Operate electronic fingerprint equipment to assure accurate criminal background checking of applicants for employment; fingerprint applicants according to established procedures; process fingerprints and applicant information and forward to the Department of Justice (DOJ); retrieve clearance report from the DOJ; maintain confidentiality of sensitive information.

Greet visitors, explain fingerprinting process, distribute appropriate paperwork and assist applicants with completing required forms and applications.

Verify and input applicant information into an assigned computer system; maintain automated records.

Communicate with personnel and the Department of Justice to exchange information and resolve issues or concerns.

Receive faxes, telephone calls and messages for fingerprinting appointments; schedule fingerprinting activities.

Establish and maintain records and files related to assigned activities; prepare monthly DOJ invoice report and submit to appropriate supervisor; prepare data for invoicing outside agencies.

Prepare assigned financial reports; maintain journal transfer report; receive and process fingerprinting fees according to established procedures; maintain daily cash report.

Operate standard office equipment including a computer and assigned software; calibrate electronic fingerprint equipment according to established time lines.

Serve as backup receptionist as needed and perform a variety of clerical activities in support of the office.

OTHER DUTIES:

Perform related duties as assigned.

January 18, 2006

San Mateo County Office of Education

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.
Oral and written communications skills.
Operation of standard office equipment including a computer and assigned software.
Interpersonal skills using tact, patience and courtesy.
Record-keeping techniques.

ABILITY TO:

Learn to operate electronic fingerprint equipment.
Prepare, maintain and process related forms, applications and records.
Interpret, apply and explain policies, procedures, rules and regulations.
Learn organizational operations, policies and objectives.
Communicate effectively both orally and in writing.
Operate standard office equipment including a computer and assigned software.
Type or input data at an acceptable rate of speed.
Establish and maintain cooperative and effective working relationships with others.
Maintain records and files.
Maintain confidentiality of sensitive information.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year general clerical experience.

LICENSES AND OTHER REQUIREMENTS:

Valid certification issued by the State of California to perform fingerprinting activities.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and on the telephone.
Dexterity of hands and fingers to operate fingerprint equipment.
Seeing to read a variety of materials.
Standing for extended periods of time.