

**Killeen Independent School District Job
Description**

Job Title: Secretary III Fingerprinting
Department: Investigations and School Safety
Reports To: Director of Investigations and School Safety
FLSA Status: Non-exempt

SUMMARY Fingerprints and processes new employees. Submits fingerprints and Personally Identifiable Information (PII). Use good judgement in safeguarding confidential or sensitive information. Demonstrate the ability to communicate effectively while taking quality digital fingerprints.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Fingerprinting eligible candidates for KISD

Maintain IDEMIA/IdentGO Equipment and perform maintenance as needed

Digital fingerprinting

performing on-site live scan fingerprinting to capture a person's fingerprints or other biometric data

Manages all aspects of the fingerprinting including clerical and technical work.

Ability to communicate effectively verbally and in writing.

Ability to exercise good judgment in safeguarding confidential or sensitive information.

Ability to establish and maintain effective working relationships with applicants and KISD departments.

Extensive knowledge of procedures and techniques used to perform digital fingerprinting.

Skilled in the use of office equipment including computers and various software applications.

Skilled in taking quality digital fingerprints.

Ability to speak and hear clearly.

Required to sit and use hands and fingers, to handle or feel. Occasionally required to stand, walk, reach with arms and hands, climb stairs or balance, and to stoop, kneel, crouch, or crawl.

Successfully completes all assignments to specifications, within specified timeframe and budget as directed and in accordance with agency policies and regulations.

Performs other related duties as assigned.

Ability to deal tactfully with applicants who require fingerprinting.

Ability to communicate effectively, orally and in writing.

Ability to maintain moderately complex records.

Skill in the use of fingerprint equipment.

SUPERVISORY RESPONSIBILITIES None

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. There may be alternatives to the qualifications as the board of trustees may find appropriate. Reasonable accommodations may be made to enable

individuals with disabilities to perform the essential functions.

EDUCATION or EXPERIENCE High school diploma or General Education Degree (GED), and three to six months related experience or training, or equivalent combination of education and experience.

LANGUAGE SKILLS Ability to read and comprehend instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one situations to students and crossing guards.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written or oral form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, talk, or hear. The employee is frequently required to walk; use hands to signal, handle or feel and reach with hands or arms. The employee must frequently lift and position traffic cones weighing approximately ten pounds apiece. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand while inputting PII data. The employee is required to be in close contact with individuals while taking fingerprints. The employee must be able to speak and hear clearly while dealing tactfully with applicants.

Prepared By: Chuck Kelley, Director for Investigations and School Safety.

Prepared Date: January 28, 2022

Revised By: Frank Crayton, Director Auxiliary Personnel

Revised Date:

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.