



CONTINUOUS RECRUITMENT EXAMINATION OPEN TO THE PUBLIC

STATE POLICE IDENTIFICATION TECHNICIAN 1

**ANNUAL \$39,286
SALARY: \$53,900**

**SALARY
GROUP: ES 16**

**APPLICATION CLOSING
DATE: SEE BELOW**

**EXAM
NO: 070090CRDM**

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW
(REISSUED WITH TEST DATES FOR 2012)

PURPOSE OF CLASS: In the Department of Emergency Services and Public Protection, this class is accountable for independently performing a full range of tasks in obtaining, classifying, searching, sequencing, comparing and filing of fingerprints.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY THE CLOSING DATE:

GENERAL EXPERIENCE: Two years' experience in obtaining, classifying, searching, and filing fingerprint material with a law enforcement agency. (Note: Obtaining, classifying, searching and filing fingerprints must be the primary focus of the job.)

SUBSTITUTION ALLOWED: Completion of a course in fingerprint classification from a school recognized by the International Association for Identification may be substituted for one year of the General Experience. (Please note the following schools are those currently recognized by the International Association for Identification: University of New Haven and American Institute of Applied Science.)

WORKING CONDITIONS: Incumbents in this class may be exposed to some risk of injury or physical harm in fingerprinting criminals and cadavers and to a considerable degree of eye strain in their work.

PHYSICAL REQUIREMENTS: Applicants may be required to take a physical examination for appointment to this class. Applicants must have and retain sufficient visual acuity to perform the duties of the class.

CHARACTER REQUIREMENT: In addition to checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for permanent appointment.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of methods, principles and techniques of fingerprint classification and identification; skill, speed and accuracy in classifying fingerprints; ability to take, develop, analyze, classify, compare and file fingerprints and impressions including latent prints; some ability to train others in fingerprint classification.

THE EXAMINATION WILL BE COMPOSED OF:

<u>PART</u>	<u>WEIGHT</u>
EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

**APPLICANTS MUST SUBMIT: (1) Completed Application Form (CT-HR-12)
(2) Supplemental Examination Materials (see instructions below)**

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required supplemental examination materials as detailed below. Applicants who do not submit the required application and examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: Section 1. For each job (maximum of two), which you feel has best prepared you for the job of State Police Identification Technician 1, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of State Police Identification Technician 1 cannot include this as one of the two jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. **(1)** Experience with the methods, principles and techniques of fingerprint classification and identification. Describe your experiences rendering decisions on latent prints, partial prints, smudged or damaged prints and other problem cases including postmortems. Also include your experience filing fingerprints and comparing fingerprints to those on file. Please indicate any experience you have had utilizing the AFIS computerized classification system. Indicate what percentage of your overall time on the job is spent on activities directly related to obtaining, classifying, searching, filing and identifying fingerprint materials. **(2)** Oral and written communication experience. Describe the types of reports and correspondence you were responsible for drafting. Include descriptions of written reports and correspondence materials you have prepared illustrating your involvement with department policies and procedures or other relevant activities. Also include experience giving oral presentations relating to fingerprint analysis. Please include experience you have had providing expert testimony in a court of law relevant to fingerprint analysis. Describe your experience providing training in the area of fingerprint analysis techniques. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes (1)** Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process. **(2)** Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). **(3)** Do not include materials other than those requested above. **(4) Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and examination materials are completed correctly and submitted together as a package.** **(5) Mail application/examination materials to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT. 06106-1658 (Secure Fax #860-622-2840).** If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. **(6)** Due to the large number of applications received, we cannot confirm receipt of applications. **(7) A separate application/examination package must be submitted for each examination you are applying for.** **(8) Application/examination package must be date stamped by DAS/Human Resources or postmarked by FEBRUARY 27, 2012 for the APRIL 6, 2012 grading date. Applicants must meet the experience and training requirements by the closing date for the exam administration they are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Offices of the Connecticut State Job Centers.

February 8, 2012

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.