

FORENSIC IDENTIFICATION PROCESSOR

Recruitment #2104-2300-001

List Type	Original
Requesting Department	Milwaukee Police Department
Open Date	5/7/2021 08:00:00 AM
Filing Deadline	6/1/2021 11:59:00 PM
HR Analyst	Marti Cargile

INTRODUCTION

The City of Milwaukee is proud to employ a diverse workforce that is committed to providing exemplary service to the City's residents. If you have a passion for being a part of an inclusive team of public servants, please consider the following opportunity.

PURPOSE

Assigned to the Forensic Division within the Milwaukee Police Department (MPD), the Forensic Identification Processor serves in a civilian role performing specialized administrative functions related to prisoner identification and processing, including fingerprint identification, data entry, and photography.

ESSENTIAL FUNCTIONS

Prisoner Identification and Processing

- Identify fingerprints using state and local Automated Fingerprint Identification Systems (AFIS) databases.
- Perform prisoner identification and data entry using the Tri-Tec Inform Jail system.
- Perform quality control of 10-print cards in the AFIS database.
- Verify the quality of prisoner mugshots in the ImageWare Systems (IWS) database.
- Maintain and update the prisoner processing worksheet using Excel software.
- Assign case numbers for District Community Service Officers (CSOs) and Community Service Trainees (CSTs).

Specialized Duties

- Take photographs of in-custody lineups as well as at public relations events within the Police Administration Building (PAB).
- Assist MPD and others with fingerprints, unknown persons, and Medical Examiners (ME) assignments.
- Sign in for Forensic Laboratory and Forensic Video Section counter cases, and maintain chain of custody.

We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

CONDITIONS OF EMPLOYMENT

*** The Forensic Identification Processor is considered essential staff during the current public health emergency. ***

- The Forensic Identification Processor must be willing and able to be flexible with shift hours, including working some weekends and holidays.

MINIMUM REQUIREMENTS

1. **Associate degree in criminal justice, police science, or a closely related field from an accredited college or university.**
2. **Valid driver's license at time of appointment and throughout employment.**

Equivalent combinations of education and experience may also be considered. For example, two years of experience performing similar work, i.e. prisoner identification and processing, may be considered equivalent.

NOTE: College transcripts are required and must be received by the application period closing date. Transcripts should be attached to your online application or sent via email to staffinginfo@milwaukee.gov. Student/unofficial copies are acceptable; however, your transcripts must be legible and include your name, the university name, the degree completed (if applicable), and the degree completion date.

DESIRABLE QUALIFICATIONS

- Experience in law enforcement or corrections.
- Experience using the Automated Fingerprint Identification Systems (AFIS) database for fingerprint identification.
- Photography skills.

KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

TECHNICAL

- General knowledge of law enforcement practices.
- Ability to learn prisoner identification and processing procedures, including fingerprint identification.
- Ability to learn general office procedures, systems, terminology, and equipment.
- Ability to read and understand work-related documents. Proficiency using standard word processing, spreadsheet, database, and office productivity software.
- Ability to become proficient using various specialized databases for fingerprint and prisoner identification.
- Ability to perform data entry accurately.
- Ability to develop photography skills to be able to photograph lineups and perform public relations assignments.

CUSTOMER SERVICE AND INTERPERSONAL SKILLS

- Customer service skills, empathy, and tact to be able to serve the public respectfully and represent the department positively.
- Interpersonal skills to be able to work effectively with both sworn and non-sworn supervisors and coworkers.

- Ability to work cooperatively and fairly with others whose backgrounds may differ from one's own.

ORGANIZATIONAL SKILLS

- Ability to perform quality control and verification work accurately.
- Ability to organize and complete work assignments in a timely manner.

PROFESSIONALISM

- Ability to work independently with minimal direct supervision.
- Ability to handle sensitive information carefully.
- Ability to remain composed during stressful situations.
- Honesty and the ability to maintain the utmost confidentiality regarding all police matters.

CURRENT SALARY

The current starting salary range (Pay Range 5DN) is \$39,566 and the resident incentive starting salary for City of Milwaukee residents is \$40,753.

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <http://city.milwaukee.gov/Benefits>.

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE - The examination will be held as soon as practical after **Tuesday, June 1, 2021**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

NOTE: *To be hired by the Milwaukee Police Department, candidates must pass an MPD background investigation before hire. Your application will be rejected if you have been convicted of a felony.*

ADDITIONAL INFORMATION

- Applications and further information may be accessed by visiting www.jobaps.com/MIL.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

CONCLUSION

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The City of Milwaukee values and encourages diversity and is an equal opportunity employer.