

REGIONAL FINGERPRINTING ASSISTANT
(BOCES #1)

GENERAL STATEMENT OF DUTIES: Fingerprints candidates for employment for the component school districts of BOCES #1 and processes required documentation; does related duties as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Deputy Superintendent, an incumbent of this class is responsible for the day-to-day operation of the Regional Fingerprinting Office of Putnam/Northern Westchester BOCES. Incumbent fingerprints candidates for employment for the component school districts, completes required documentation to be sent to the State Education Department, and maintains a database of all processed candidates. Incumbents are, therefore, required to demonstrate an ability to operate a variety of office equipment in the maintenance of files and in order to produce correspondence, records, or other documents as may be required. Supervision is not generally a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Provides, either by telephone or in writing, information and assistance regarding requirements for fingerprinting;

Collects and processes forms and fees;

Completes the necessary paperwork for each candidate to be fingerprinted, verifying candidates' identification documents;

Fingerprints candidates for employment;

Maintains required security protocols;

Utilizes automated systems equipment to produce a database, correspondence, forms, reports, statistical information, and other office needs;

Maintains and records all data and files for the fingerprinting office; Retrieves information as necessary;

Operates a variety of office equipment, such as typewriter, word processing equipment, calculator, etc.;

Processes completed fingerprint packets and sends them to the State Education Department;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Acts as liaison between component school districts and the New York State Education Department's Office of School Personnel Review and Accountability and the New York State Education Department of Criminal Justice Services;

Maintains extensive contact with component school district administrators to advise them on any fingerprinting issues within their districts;

Performs other related clerical office duties, as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles and practices of office management; ability to learn, understand and perform the tasks required to fingerprint and process candidates for employment; ability to operate an automated database; ability to communicate both orally and in writing; ability to deal effectively with the public; ability to establish and maintain effective working relationships with others; tact; initiative; good judgement; resourcefulness; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) two (2) years of general office/clerical work experience which must have included the utilization of automated systems equipment and extensive contact with the public, either in person or over the telephone; or (b) graduation from a post high school secretarial or business school course and one (1) year of experience as specified in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.