

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SUPERVISING CAL-ID TECHNICIAN - 1930

DEFINITION:

Under direction, to supervise and coordinate the work of a group of Cal-ID Technicians; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Develops and updates procedures for the work unit;
- Troubleshoots work unit problems or complaints;
- Assists subordinates in performing the more complex fingerprint identification work;
- Maintains quality control by spot checking subordinates' work;
- Selects, prioritizes, assigns, schedules, trains, counsels, and rates the work performance of subordinates;
- Compiles workload statistics for the work unit;
- Inventories and orders supplies for the work unit.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Three years of full-time clerical experience, which must include one year of full-time experience in a records division of a law enforcement agency. Ability to type at a corrected speed of 30 words per minute.

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**