

CITY OF TEMPE

Temporary Employment Opportunity



Police Department | Police Detention Section | 120 E 5th Street, Tempe AZ 85281 | (480) 350-8400 | www.tempe.gov/jobs

Fingerprint Specialist

(City of Tempe / Tempe Police Department – Detention Section)

- Opening Date:** October, 16, 2024
- Closing Date:** Open until the needs of the City are met.
- Hourly Wage:** \$19.00 per hour
- Work Schedule:** This is a part-time (19.5 hours per week; negotiable) position.
Monday -Thursday; hours will range between 8:00 a.m. – 5:00 p.m.

This is a Temporary Grant-Funded Non-Benefitted position

Experience & Training:

The City of Tempe seeks qualified individuals to assist the Tempe Police Department in creating or adding data to the criminal history record by obtaining fingerprints and photographs from individuals and quality control work with the criminal history record. Qualified candidates should meet the following requirements:

- Experience with Microsoft products and Web-based computer applications.
- Comfortable in a law enforcement and judicial setting.
- Strong organizational skills.
- Reliable and timely.
- Able to work within a team environment.
- Able to work independently.
- Able to stand for extended periods of time.

Candidates must be at least 18 years of age. If the candidate is retired from the City of Tempe, there must be a 60-day gap between the date of their retirement and the date of hire for this position. Retirement benefits provided by the City of Tempe may be impacted for any former employee who is rehired by the City. Applicants with questions regarding the specific impact on their retirement benefits should contact Human Resources.

Licenses/Certifications:

- Must have and maintain a valid AZ driver's license.
- Possession of, or required to obtain, a Terminal Operator Certification (TOC) within six (6) months of hire.

Essential Job Functions:

As a Grant Funded Fingerprint Specialist, you will assist the Detention Section by staffing the lobby fingerprint room and conduct fingerprinting and photography services for City Employees, Court Orders, Mandatory Compliance, City Licensing, and others as directed by Detention Staff. You will assist in the quality control of criminal history records by analyzing, amending, or completing other work to ensure the quality of the criminal history records. These duties will be performed with the degree of care and professionalism that is expected of a Tempe Police employee under similar circumstances.

This list is not inclusive:

- Capture quality fingerprints utilizing the fingerprint workstation.
- Photograph individuals utilizing the Digital Mugshot camera system.
- Accurately complete documentation pertaining to the fingerprinting and criminal history process.
- Maintain a professional demeanor with other City employees and the public.
- Maintain statistics and compile information both written and electronically.

Applicant Requirements:

Requires successful completion of selection process, completion of background investigation and verification of identity/work authorization.

How to Apply:

Interested applicants should send a cover letter, resume, and application to

Jack Richards by email at Jack_Richards@Tempe.gov
Please type "Fingerprint Specialist" in the email subject line.

If submitting a hard copy, deliver to:
City of Tempe, Detention, 120 E. 5th Street Tempe, Arizona 85281

For questions, please contact:
Jack Richards / Detention Lieutenant
480-350-8571 and/or Jack_Richards@Tempe.gov

Equal Employment Opportunity:

The City of Tempe is an Equal Opportunity / Reasonable Accommodation employer. The city does not discriminate based on race, color, gender identity, sexual orientation, religion, national origin, familial status, age, disability, and United States military veteran status. Pursuant to the Americans with Disabilities Act, the city will make a reasonable accommodation(s) during the recruitment & selection process. Persons with a disability may request reasonable accommodation by contacting Human Resources at 480-350-8276. Requests should be made as early as possible to allow time to arrange the accommodation.



City of Tempe / Application for Employment

Submit application and resume to: City of Tempe / Police Department-OMBR/
120 East Fifth Street / Tempe AZ 85281 /
(480) 350-8276 / <http://www.tempe.gov/jobs>

The City of Tempe is an Equal Opportunity / Reasonable Accommodation Employer.

The City of Tempe Promotes a Drug and Alcohol Free Workplace.

DIRECTIONS:

Read the recruitment bulletin before completing this application - request a copy if not provided. Answer all questions completely including any supplemental forms. Type or print neatly. Sign this application and all other forms.

1. Position Applying For: _____
2. Name (Last, First, Middle Initial): _____
3. Last 4 Digits of Social Security #: _____ Email Address: _____
4. Mailing Address: _____

Street
City
State
Zip
5. Phone Number: BEST CONTACT # _____ ALTERNATE #: _____
6. Valid Driver's License Yes No
7. Are you a U.S. Citizen or a non-U.S. Citizen authorized to work in the United States? Yes No
8. Have you ever worked for the City of Tempe? Yes No If Yes, from _____ (Mo/Yr) to _____ (Mo/Yr)
 If you are a current City of Tempe employee, are you: Temporary? Regular?
 Have you completed your initial probationary period? Yes No If yes, when _____
9. Type of position you will accept: Full Time Part Time Regular Temporary
10. Do you have a High School Diploma or equivalent? Yes No If no, highest grade completed: _____
11. May we contact your current employer if you are considered for hire/promotion? Yes No

If you are claiming Civil Service Preference for Veterans under ARS 38-492, you must submit a copy of your DD214 (Member-2 or 4) at time of application.

DO NOT WRITE BELOW THIS LINE - TURN PAGE AND CONTINUE

Q NQ A B C

HR Review _____ Date _____ Department Review _____ Date _____

Proof of Education and/or Professional Registration(s), License(s), and Certification(s) will be required prior to hire/promotion.

12. Education from an **Accredited** College/University:

College:	Major:	Type of Degree:	Degree Completed:	Credit Hours:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

13. Trade and/or Technical Schools:

Trade/Technical School:	Subject Studied:	Type of Degree:	Degree Completed:	Credit Hours:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

14. Professional Registration(s), License(s), and/or Certification(s) you possess **that relate to this position:**

Type of Professional Registration, License, and/or Certification:	License Number (if applicable):	Date Received:	Expiration Date (if applicable):

15. Special training **that relates to this position:**

16. List computer software program(s) with which you are proficient in operating **that relate to this position:**

17. List equipment with which you are proficient in operating **that relate to this position:**

18. Language Proficiency (Other than English):

You may make copies and use as many of these sheets as necessary to continue your employment history.

Begin with your present or most recent position. List all jobs, paid or volunteer, for at least the past ten years or any additional relevant experience. Your qualifications will be evaluated **solely** on the application form and, if applicable, any supplemental questionnaire(s).

RESUMES MAY NOT BE SUBSTITUTED FOR THE REQUESTED INFORMATION.

DO NOT WRITE "SEE RESUME" OR "SEE ATTACHED" IN THE SPACES BELOW.

Employer:	Type of Business:
City & State:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from (Mo/Yr) to (Mo/Yr)	Total Time Employed in this position: Yrs Mos
Hours Per Week:	Ending Wage: \$ Per
Work Performed:	
Reason for Leaving:	

Employer:	Type of Business:
City & State:	Phone:
Job Title:	Number of Employees Supervised:
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Employment Dates: from (Mo/Yr) to (Mo/Yr)	Total Time Employed in this position: Yrs Mos
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Hours Per Week:	Ending Wage: \$ Per
Work Performed:	
Reason for Leaving:	

19. Are you related to any member of the Tempe City Council or any Tempe Commission/Board Member, or any City of Tempe employee?

Yes No If Yes, indicate his/her Name, Position and Relationship to you:

20. Have you ever been terminated for cause or forced to resign from a position for misconduct or unsatisfactory service?

Yes No If Yes, please explain:

21. Have you ever been convicted of a **misdemeanor** or **felony** (other than minor/civil traffic offenses), placed on probation, fined or given a suspended sentence (include military trial convictions)?

Note: Reckless operation, hit-and-run, D.U.I., excessive speeding, and similar charges are NOT considered minor traffic offenses. Moreover, an excessive number of traffic violations (including minor/civil offenses) should be reported.

Yes No If Yes, provide charges, dates and locations:

Convictions will not automatically bar an applicant from employment for City jobs. The relationship of the conviction to the job, as well as its severity, the passage of time, and subsequent job performance will all be considered. Please answer this question completely. All offers of employment and continued employment are subject to a complete review of any criminal convictions. Your fingerprints will be sent to state and federal law enforcement agencies (DPS and FBI).

PLEASE READ THIS STATEMENT AND CAREFULLY REVIEW YOUR ENTIRE APPLICATION MATERIAL BEFORE SIGNING BELOW.

I certify that all statements made on the application form and, if applicable, any supplemental questionnaire(s) are true and complete. I understand that any omission, misstatement, or falsification may be cause for rejection of this application, removal of my name from an eligibility list(s), and/or discharge from city service. In addition, I authorize any individual, company, organization, or institution to release any and all information concerning statements made by me on this application, and I do hereby release all parties and individuals connected therewith from all liabilities for any damages whatsoever incurred in furnishing such information.

Print Applicant's Name: _____

Applicant Signature: _____

Date: _____