

Volusia Sheriff's Office



Latent Print Examiner Trainee

Posting Closes: January 4, 2026

Starting Pay: \$22.66 hourly

General Description:

The Latent Print Examiner Trainee is responsible for performing progressively technical law enforcement work in the classification, collection, and comparison of latent fingerprints. Under direct supervision, the selected candidate will be learning and developing skills in basic fingerprint patterns, operating the Biometric Identification System (BIS) and Next Generation Identification (NGI) and their components, and performing other related duties as required.

Responsibilities also include processing fingerprints for deceased persons for identification purposes, as well as applicants for employment, licenses, and other situations. Work is performed within specific time constraints based on law enforcement guidelines, such as interfacing with Command Staff, FDLE, and other criminal justice members.

The incumbent in this position will have additional duties, some of which include filing and maintaining fingerprint cards, obtaining queries using a variety of county, state, and national databases, and responding to requests for information from law enforcement agencies, staff, and the public.

Excellent customer service is necessary to maintain the Volusia Sheriff's Office customer service standards.

NOTE: The starting rate of pay for a Latent Print Examiner Trainee appointment is ten percent (10%) below the Latent Print Examiner pay range. **There will be two (2) training modules. Upon successful completion of each module, the applicant's hourly wage will be adjusted by five percent (5%). The last adjustment brings the selected candidate to the pay range minimum.** The selected candidate will have a training period of one (1) year followed by an additional one (1) year probationary period upon satisfactory completion of the training agreement.

Minimum Qualifications:

- Associate's degree in criminal justice, forensic science, or related field.
- A comparable amount of education and experience may be substituted for the minimum requirements.
- The preferred candidate, having met the minimum requirements, will have experience in fingerprint analysis.
- Must possess and maintain a valid Florida driver's license.
- Candidates selected for this position will be required to obtain certification as a Latent Print Examiner through the International Association for Identification (IAI) within eighteen (18) months of becoming eligible to do so and are required to maintain such certification as an ongoing condition of employment.

Background Screening: This position will require an extensive background investigation and drug screening.

TOBACCO POLICY: It is this organization's policy that individuals hired into special risk positions may not use any form of tobacco at any time, whether on or off duty, as a condition of employment. Candidates must be nicotine-free by the time of pre-employment physical/drug examination, including nicotine-containing products used in tobacco replacement therapies.

Essential Functions:

- Examines latent crime scene fingerprints for comparison value.
- Compares latent fingerprints with the fingerprints on file.
- Prepares written supplementary case reports stating findings.

- Gives sworn testimony on the results of fingerprint comparisons.
- Prepares fingerprint exhibits for court appearances.
- Maintains chain of custody of evidence.
- Fingerprints individuals as needed.
- Performs specialized and technical clerical duties and record keeping duties with minimal supervision.
- Processes items of evidence for latent fingerprints.
- Attends work on a regular and consistent basis.
- Must adhere to Federal, State, County, and local ordinances.
- Performs other duties as assigned.

Status: ☒ Civilian ☐ Sworn

Blood and Viral Pathogen Risk: ☐ Minimal Risk ☒ Foreseeable Risk

Environmental Conditions:

- Inside work.
- Ability to tolerate fumes and odors.
- Ability to tolerate exposure to human remains.
- Must be able to work under stressful conditions.
- Must be able to relocate to other county locations based upon operational needs.
- Must be able to remain available to work when a public emergency or disaster occurs.

Skills and Abilities:

- Ability to reach and comprehend professional and technical journals, manuals, procedures, instructions, memos, letters, evaluations and summaries.
- Ability to write complex sentences relaying information, data, and details in summaries, opinions, and findings.
- Ability to manage sensitive information and records.
- Ability to communicate clearly and concisely.
- Ability to interact effectively with others.
- Ability to maintain records and write reports.
- Ability to perform basic mathematical functions.
- Ability to process evidence for latent fingerprints.
- Ability to prepare exhibits for court purposes.
- Ability to establish and maintain effective working relationships with supervisors, police officers, court officials, and others.

Required Knowledge:

- VSO General Orders and procedures.
- Business English, spelling, punctuation, and arithmetic.
- Modern fingerprinting and fingerprint classification, comparison, and filing techniques.
- Fingerprint procedures of the Federal Bureau of Investigation (FBI).
- Knowledge of courtroom proceedings.

Physical Requirements:

- Light work.
- Manual dexterity.
- Visual acuity and color vision for making fine distinctions among fingerprints.
- Visual acuity and peripheral vision necessary to operate a motorized vehicle.
- Ability to stand, reach, lift grasp, handle, bend, crouch, kneel, stoop, and feel.
- Ability to sit for prolonged periods of time and repetitive use of hands.