

Latent Print Examiner Aide

**Salary**

\$56,538.00 - \$68,256.00 Annually

**Location**

City of San Diego, CA

**Job Type**

Varies by Position

**Job Number**

AG-T11404-202507

**Business Area**

1914 - Police

**Personnel Area**

4000 - Police

**Opening Date**

07/11/2025

**Closing Date**

7/21/2025 11:59 PM Pacific

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**JOB INFORMATION**

Latent Print Examiner Aide positions perform routine latent print analysis in the crime laboratory; search latent print evidence through Automated Latent Print Systems (ALPS); process items of evidence recovered from crime scenes for latent prints; prepare and maintain records of examinations; perform administrative duties for the Latent Print unit, to include evidence retrieval, the filing and scanning of case packets, verification of case information recorded on evidence packaging for completeness and accuracy; and perform other duties as assigned.

NOTE:

- Eligible benefited employees originally hired on or after July 10, 2021, will be automatically enrolled in the San Diego City Employees Retirement System (SDCERS).

**MINIMUM REQUIREMENTS**

You must meet the following requirements on the date you apply, unless otherwise indicated.

AGE: 18 years of age or older; except for high school graduates (or persons with GED equivalency) who are 17.

CITIZENSHIP: You must be a United States citizen or have the current legal right to work in the United States.

EDUCATION: You must meet ONE of the following options:

1. Completion of 80 hours of formalized training in ten-print or latent print examinations by a recognized law enforcement agency, P.O.S.T., F.B.I., Department of Justice or a recognized professional institute.
2. Associate's Degree or higher in a forensic or physical science.
3. Certificate in Forensic Technology that includes college-level course work in basic fingerprinting and advanced fingerprinting.

NOTE:

- Additional qualifying experience may NOT be used to substitute for lack of the required education.

EXPERIENCE: 100 hours of experience in ONE or more of the following areas:

1. Latent print processing.
2. Ten-print examinations.
3. Latent print examinations.

NOTES:

- A Bachelor's Degree in a forensic or physical science may be substituted for the required 100 hours of above experience.
- Volunteer or intern experience at a recognized law enforcement agency or laboratory is qualifying (experience must be documented).
- City of San Diego employees using Out-of-Class Assignment (OCA) experience to qualify must submit written documentation signed by their appointing authority or payroll specialist, detailing the work performed, dates, and total number of qualifying OCA hours. OCA experience without the required documentation will NOT be considered.

**LICENSE:** A valid California Class C Driver License is required at the time of hire.

**REQUIRED DOCUMENTS (MUST SUBMIT WITH APPLICATION):**

- Proof of degree/transcripts, if utilized to meet the minimum requirements.
- Proof of training certificates, if utilized to meet the minimum requirements.
- Proof of Forensic Technology Certificate, if utilized to meet the minimum requirements.
- Proof of documented volunteer or intern experience, if utilized to meet the minimum requirements.
- For City of San Diego employees, proof of Out-of-Class Assignment (OCA), if utilized to meet the minimum requirements.

Required documents should be attached electronically to your application. If you are unable to attach at the time of application submittal, you must submit them as soon as possible via fax: (619) 533-3337; or to the Employment Information Center: City of San Diego Personnel Department, 1200 Third Avenue - Suite 300, San Diego, CA 92101. Include your name and the title of the position for which you are applying.

**SCREENING PROCESS**

Please ensure all information is complete and accurate as the responses you provide on the supplemental questions will be reviewed using an automated evaluation system. If you are successful in this initial screening process, your application will be reviewed for applicable education, experience, and/or training to ensure all minimum requirements have been met. Successful candidates will be placed on a list which will be used to fill position vacancies during the next six months (180 days). For each vacancy, only those candidates with the most

appropriate qualifications will be contacted by the hiring department for an interview.

## **SUPPLEMENTAL INFORMATION**

**PRE-EMPLOYMENT REQUIREMENTS:** Employment offers are conditional pending the results of all screening processes applicable to this position, which may include the following: confirmation of citizenship or legal right to work in the United States; completion of a pre-employment medical review and exam (which may include drug and alcohol testing); reference checks; and fingerprinting. Fingerprints will be submitted to the Federal Bureau of Investigation and the California Department of Justice for a conviction record report. Certain positions may require additional screening processes, including a polygraph examination and/or background investigation. All screening processes must be successfully completed before employment begins. A positive test result for alcohol, cannabis/marijuana, illegal drugs, or inadequately explained prescription drugs, or misrepresentation, falsification, or omission of pertinent facts in any step of the screening or selection process, may constitute cause for disqualification or termination of employment. Nothing in this job posting constitutes an express or implied contract for employment with the City of San Diego. Candidates must notify the Personnel Department of any change in their name, mailing address, email address, or phone number, otherwise they may miss employment opportunities.

Rev. 7 – July 11, 2025 (New Recruitment Date)

### **Employer**

City of San Diego

### **Address**

1200 3rd Ave., Suite 300, MS 51P

San Diego, California, 92101

### **Phone**

(619) 236-6400

(619) 236-6358

### **Website**

<http://www.sandiego.gov/empopp/>