

Human Resources Section
2500 North Lincoln Boulevard, Rm. 111
Oklahoma City, OK 73105-4599
Phone 405.521.3977 ~ Fax 405.522.1671
jobs@sde.ok.gov
http://ok.gov/sde/jobs



Fingerprint Assistant (526)
Office of Teacher Certification, Hodge Building, Oklahoma City

(Applications will be accepted for this unclassified vacancy until position has been filled)

GENERAL DESCRIPTION

Under general direction perform administrative and confidential examination of fingerprints for applicants through manual or automated fingerprint identification systems. Maintain database and records for background check results.

MINIMUM QUALIFICATIONS

- Proof of high school graduation or GED required
- Experience dealing with the general public in a one-on-one work environment
- Successful completion of a national criminal history record check
- Intermediate computer skills

KNOWLEDGE/SKILLS/ABILITIES

- Effective oral and written communication skills
- Computer skills: Word, Excel, email
- Ability to understand state and federal laws
- Ability to establish and maintain effective working relationships with other employees, general public, school officials, college/university officials and vendors
- Applicant must be able to multi-task and be well organized
- Applicant must be willing to perform necessary job-related travel, in state and out of state
- Must be able to stay on task when alone
- Ability to handle sensitive information in a confidential manner

EXAMPLES OF WORK PERFORMED

- Live-scan fingerprinting of teacher applicants and school employees
- Fingerprint card scanning
- Update and maintain all fingerprint databases
- Communicate fingerprint policies to educators, school officials and the general public both orally and in writing
- Assist with other duties as assigned

COMPENSATION

Annual Salary - \$24,000 Retirement Contribution - 7% of annual salary Insurance (health, life, dental, disability) - \$7,691
Additional benefits include 11 paid holidays, 15 days sick leave and 15 days annual leave per year; longevity pay; dependent health, life & dental coverage available for purchase; \$25 tax-deferred compensation match available.

Code: 4952

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