

New York State Department of Civil Service

DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 2537100

Identification Assistant, Grade 11 2537100

Brief Description of Class

Identification Assistants are responsible for a variety of technical, analytical and clerical tasks associated with fingerprints, palm prints and other biometric modalities, or computerized criminal history information. They are classified at the Division of Criminal Justice Services (DCJS), State Identification Bureau and Office of Criminal Justice Records.

Distinguishing Characteristics

Identification Assistant: full performance level; performs technical tasks associated with the identification of individuals through fingerprint or other biometric information, analysis, comparison, evaluation, and verification or utilizes analytical skills to ensure that both new and existing computerized criminal history information is both complete and accurate. Positions in this class are classified based on the performance of specialized technical and analytical activities. Incumbents may supervise lower-level clerical staff in a variety of tasks regarding specific identification procedures and related activities or computerized criminal history information.

Related Classes

Latent Print Examiners at DCJS perform a variety of technical and professional tasks associated with analyzing, searching, comparing, evaluating, and verifying latent print case evidence developed at crime scenes in accordance with Latent Print Laboratory policies and procedures established under ANSI-ASQ National Accreditation Board (ANAB) accreditation requirements. They use specialized systems such as the New York State Statewide Automated Biometric Identification System (SABIS) and the Federal Bureau of Investigation's Universal Latent Workstation to access the FBI Next Generation Identification Database for latent print comparisons and identifications.

Identification Specialists perform a variety of technical and professional tasks related to management of public safety records, including identification of individuals, using fingerprints, other biometrics, and other analytical tools or methods. They typically supervise other employees in the performance of clerical and lower-level technical and

professional tasks related to this function.

Illustrative Tasks

Performs image quality assignment and assurance checks on both paper and digital fingerprint and other biometric images that are submitted for criminal history background checks performed for various purposes.

- Analyzes paper and digital biometric images.
- Resolves transactions requiring special processing.
- Launches identification searches utilizing biometric identification search systems and technology installed at DCJS.
- Monitors biometric input and ensures that service levels to contributor agencies are maintained.
- Ensures that the processing and handling of biometric and criminal history information is consistent with existing policies, procedure, regulations, and statutes to provide for the proper release of such data to authorized entities.
- Performs quality review of biometric information maintained in DCJS files and takes corrective action when needed with internal staff and external contributor agencies.

Reviews and accurately interprets criminal history information and makes informed decisions relating to the identification and release of criminal history information.

- Modifies a criminal history record as required.
- Performs complex special projects as assigned and directed by agency management.
- Reviews and interprets biometric and criminal history related data on the DCJS files and answers questions posed by internal and contributor agency staff regarding such data.
- Documents and reports daily to supervisors regarding any operational and statistical issues of significance.

Minimum Qualifications

Identification Assistant

Open Competitive: two years of qualifying work experience in one or more of the following related areas: customer service, financial services, healthcare, administrative, local government, criminal justice or public safety or any position that requires detail-oriented work within state regulations and procedures. Employees must have Ten Print Examiner certification and/or successful completion of the DCJS Latent Proficiency Test within the past year or must gain such certification within the probationary period as a condition of continued employment.

Substitution: An associate degree or higher in any field; or 30 semester credit hours and one year of qualifying work experience as described above.

Attachment

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

Date: 2/2026

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Parenthetic Attachment

Identification Assistant (Records)

Identification Assistants (Records) are classified when the majority of a given position's duties and responsibilities do not require use of SABIS and biometric and fingerprint identification.

Illustrative Duties

Identification Assistant (Records)

Provides clerical support to technical and professional staff in the maintenance of criminal history related information.

Initiates contact with various law enforcement and criminal justice agencies to request identification or other criminal history related.

Corrects data on criminal, civil, and disposition information of the criminal history, obtaining clarification as needed.

Aids in special projects as requested by supervisors.

Monitors shared electronic mailboxes and incoming paper mail for requests from external and internal entities, forwarding inquiries to technical staff as necessary. •

Utilizes authorized systems to locate and obtain State and Federal criminal history records.

Minimum Qualifications

Identification Assistant (Records)

Open Competitive: two years of work experience* in one or more of the following related areas: customer service, financial services, healthcare, administrative, local government, criminal justice or public safety or any position that requires detail-oriented work within state regulations and procedures.

*Substitution: An associate degree or higher in any field; or 30 semester credit hours and one year of qualifying work experience as described above.