

UPWARD MOBILITY PROGRAM

Annotated Guide

Target Title: **Corrections Identification Technician**

Position Title Code: 09801

Salary Grade: RC-006-11

Credential or Certificate: Credential

User Agency: Corrections, Juvenile Justice

Under general supervision, Corrections Identification Technicians secure, classify, and maintain fingerprints and fingerprint cards/records of offenders, employees, volunteers and outside workers at a state correctional center. They take, develop and print photographs of the center's residents and employees for identification purposes, to prepare and issue facility ID cards, and to document tattoos, scars and other identifying markings. They provide instruction to offenders assigned to the Bureau of Identification and monitor and enforce disciplinary measures.

Positions are located in State of Illinois correctional facilities throughout the state which includes Brown, Christian, Clinton, Crawford, Fayette, Fulton, Henry, Jefferson, Johnson, Kane, Knox, LaSalle, Lawrence, Lee, Livingston, Logan, Macon, Montgomery, Morgan, Perry, Randolph, Rock Island, Saline, St. Clair, Vermilion, and Will counties.

Minimum Training and Experience

Requires a minimum of four years of high school or equivalent. Requires successful completion of Illinois Department of Corrections Training Academy or Juvenile Justice Specialist Training Academy within six months of hire.

Grading Guide

Meeting the educational requirements as listed on this annotated guide will entitle the participant to be evaluated as QUALIFIED which is equal to a "B" grade.

Exceeding the minimum educational requirements as listed on this annotated guide by at least one-year of full-time related professional experience in classifying, searching, filing, and identifying fingerprints or experience in a correctional facility or in a directly related security/corrections environment; **OR** exceeding the minimum educational requirements by at least two years of semi-related experience involving security duties will generally entitle the participant to be evaluated with an "A" grade.