**Classification Specification for Unclassified Service**

**Title:** Identification Services Technician I  
**Pay Scale Group:** 10 H

**Essential Function**

Under general supervision, applies technical skills and knowledge to perform a wide range of duties relating to front desk service operations; responsible for processing identification and security related tasks.

**Characteristic Duties**

Create ID badges, take pictures and print badges for all Students, Faculty/Staff, Affiliates, and others; troubleshoot badge issues (badge not granting access or other functions); perform preventative maintenance and cleaning of badge printers; perform off-site badging at various orientations;

Grant and revoke card access per requests from authorized personnel; update access control database;

Administer the IRIS scan system including IRIS Scan enrollment, IRIS card activation and deactivation;

Schedule locking and unlocking of electronic doors;

Run access reports;

Manage key distribution and return; update key database and order keys; provide user assistance to customers ordering keys;

Perform WebCheck background checks for UC students, employees, and the general public for various programs, licensures, employment, temporary workers, etc.; perform rolled prints on fingerprint cards; coordinate background billing forms for the business office; run BMV checks; check UC Police records for FBI Investigators; perform extended background checks for high security access;

Manage the University’s lost and found: contact property owners, data enter property into records database, and perform lost property inventory;

Serve as entry level technician;

Other duties as assigned.

**Minimum Qualifications**

High school diploma/GED equivalence and one (1) year of relevant work experience; must be able to handle cash; must be 18 years of age and must pass background investigation and polygraph examination. Applicants must possess a valid driver’s license. No criminal record.