



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION LIVESCAN & ONBOARDING TECHNICIAN

DEFINITION:

Under general supervision of the Human Resources Director or designee, the LiveScan and Onboarding Technician is responsible for performing all LiveScan fingerprinting services for prospective employees, contractors, and volunteers county-wide, and for coordinating and advancing candidates through the pre-employment onboarding process. The position ensure compliance with DOJ/FBI fingerprinting requirements, maintains confidential records, and supports HR operations to promote efficient, accurate, and timely hiring workflows.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this classification.

- Perform LiveScan fingerprinting for the purpose of electronically capturing fingerprint images and accompanying data for transmission to the California Department of Justice. Verify identity, collect required documentation, and ensure accuracy and completeness of all submissions.
- Maintain strict confidentiality of fingerprint records, onboarding documents, and personnel information in accordance with state and federal regulations.
- In collaboration with the designated custodian of records, monitor DOJ/FBI clearance results and communicate status updates to HR staff to support timely hiring decisions.
- Serve as the primary point of contact for scheduling, coordinating, and conducting LiveScan appointments; maintain logs, tracking systems, and appointment calendars.
- Guide candidates through required pre-employment steps including fingerprinting, TB clearance, credential/license verification, I-9 documentation, and other onboarding requirements.
- Review onboarding packets for accuracy and completeness; follow established procedures to move candidates through each step of the hiring workflow.
- Maintain and update onboarding checklists, forms, and procedural documents to ensure compliance with current regulations and TCDE policies.
- Provide high-quality customer service to applicants, employees, department managers, and the public; respond to inquiries regarding onboarding status, LiveScan requirements, and HR procedures.
- Maintain fingerprinting equipment, request repairs as needed, and ensure availability of supplies and materials.
- Process, organize, and maintain electronic and physical records related to LiveScan, onboarding, and personnel documentation.
- Participate in job-related training to remain current with fingerprinting laws, onboarding regulations, and HR compliance requirements.
- Perform back up support to the Front Desk and other human resources functions as needed to ensure continuity of operations.
- Perform general clerical and administrative duties in support of HR operations, including data entry, filing, scanning, and document preparation.
- Perform additional duties as assigned.

EXPERIENCE AND EDUCATION:

Any combination of education, training, and experience that demonstrates the ability to perform the duties and responsibilities as described:



Tehama County Department of Education
Job Description
LiveScan & Onboarding Technician

Official: 
Effective: 10/26/2026

- Equivalent to completion of the twelfth (12th) grade.
- Two (2) years of progressively responsible clerical or customer service experience, preferably involving public contact or HR support.
- Experience with LiveScan fingerprinting or onboarding processes preferred.
- Valid California driver's license and evidence of insurance.

KNOWLEDGE OF:

- LiveScan fingerprinting procedures, DOJ/FBI submission requirements, and confidentiality regulations.
- Record-keeping and file maintenance principles, procedures, laws, and regulations.
- Customer service techniques for interacting effectively with diverse individuals.
- Basic computer applications including word processing, database systems, spreadsheets, and electronic records management.
- English usage, grammar, spelling, vocabulary, and punctuation.

ABILITY TO:

- Meet all requirements necessary to obtain and maintain DOJ/FBI fingerprint clearance.
- Perform LiveScan fingerprinting accurately and efficiently.
- Maintain confidentiality and exercise sound judgment when handling sensitive information.
- Communicate effectively, both orally and in writing.
- Organize, prioritize, and manage multiple tasks and deadlines.
- Work independently and collaboratively in a fast-paced environment.
- Provide clear guidance to applicants and staff regarding onboarding requirements.
- Maintain accurate records and follow established procedures.

LICENSES AND OTHER REQUIREMENTS:

- Possession of a valid California driver's license and evidence of insurance.
- Drive frequently for Department business using own transportation.

PHYSICAL DEMANDS & WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Stand for extended periods while conducting LiveScan fingerprinting and assisting applicants.
- Operate a fingerprint scanner and related equipment, requiring manual dexterity, hand-eye coordination, and the ability to position applicants' hands and fingers safely and accurately.
- Provide verbal instructions clearly to guide applicants through fingerprinting and onboarding procedures.
- Use hands and fingers to operate a computer keyboard, mouse, scanner, and other office equipment.
- Sit for prolonged periods while performing clerical duties, data entry, and document processing.
- Lift, carry, or move office materials and equipment typically weighing up to 20 pounds.
- Reach, bend, stoop, and move about the office to access files, supplies, and equipment.
- See and read a variety of materials, including identification documents, onboarding forms, and computer screens.
- Hear and speak to exchange information in person and by telephone.
- Work is performed primarily in an indoor office environment with moderate noise levels.
- Frequent interaction with applicants, employees, and the public, sometimes under time-sensitive or high-volume conditions.



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- Work may involve interruptions, shifting priorities, and the need to manage multiple tasks simultaneously.
- Occasional travel to other sites within the county to support onboarding or fingerprinting needs.
- Exposure to cleaning agents used to sanitize fingerprinting equipment and work surfaces.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

HRS Office Use Only

Created: October 16, 2026

Revised: _____

APPROVED

Print Name: Noelle DeBortoli

Title: Director, Human Resource Services

Signature: 