



CRIME ANALYST

DEPARTMENT: POLICE
GRADE 33

CHARACTERISTICS OF THE CLASS:

Under the supervision of a division director, performs specialized technical work of a variety of detailed research and analytical projects, often relating to confidential and sensitive law enforcement information.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Responsible for data collection, collation and analysis, product preparation, product dissemination, and product evaluation using automated systems.
2. Reviews raw data (offense reports, field interview cards, arrest reports, etc.) as well as summary information (statistical reports) to ensure that essential crime analysis data is captured.
3. Establishes standardized collection and collation strategies.
4. Identifies patterns or frequencies in type of crimes, geographical location of crimes, occurrences of crimes (days and hours), victims, targets and combinations of the foregoing.
5. Prepares results of analysis in the form of summary information or reports and presents same to management and line officers for action.
6. Attends meetings and networks with other agencies to share criminal and intelligence information.

NOTE:

The examples of essential functions are listed in this classification specifications are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS:

A. Training and Experience:

High School diploma or GED; college preferred.

B. Knowledge, Abilities and Skills:

Knowledge of the Uniform Crime Reporting System and Crime Classification.

The ability to prepare graphs, charts, tables, maps and other illustrative devices for visual presentation of data and information.

The ability to work with numbers and to understand statistical concepts.

Requires a high degree of research, analytical and interpretive skills.

An above average ability to communicate, both orally and in writing in a clear, concise, accurate and professional manner.

Possess skills sufficient to maximize the use of an automated crime analysis system.

Preferred familiarity & experience with the following software Systems; Microsoft WORD, Microsoft EXCEL, Microsoft ACCESS, Microsoft POWER POINT, ARCVIEW & CRIME VIEW.

C. Physical Requirements: 2

D. Environmental Requirements: 1

E. Sensory Requirements: 3, 8, 9

LICENSES, CERTIFICATIONS OR REGISTRATIONS

ANACAPA Training Certification and/or Crime Analysis Applications Training preferred.

Revised April 1, 2014