

**CITY OF STUART
JOB DESCRIPTION**

Title: PART TIME CRIME ANALYST

Department: Police

Job Code: 9360

Grade: 7

Exempt Status: Non-Exempt

CHARACTERISTICS OF THE CLASS

Under the supervision of the Chief of Police or Police Captain, collects, manages, and analyzes crime information, calls for service, criminal intelligence, and other data to find crime trends, patterns, series, hot spots, and other public safety problems. The crime analyst circulates this information to the department through reports and is a vital part of the agency's Strategic Policing & Deployment methods. Work is performed with allowance for independent initiative, judgment and latitude for selection of methods and procedures. Professional civilian classification.

ESSENTIAL JOB FUNCTIONS

1. Researches and analyzes information on crime and other data of interest to the department.
2. Determines patterns in criminal activity and crime trends using various research and statistical methods.
3. Forecasts criminal activity, victimization, traffic problems, and resource needs based upon current information and makes recommendations accordingly.
4. Distributes criminal intelligence bulletins, crime pattern and trend reports, computer printouts, graphs, charts, tables, and written reports to police personnel, other city departments and the community.
5. Maintains computer records including intelligence files, criminal activity data and all other information in a manner as required by law or department policy.

Part Time Crime Analyst - continued

6. Evaluates the effectiveness of data analysis systems, methods, software and devices and recommends procedural or equipment modifications as necessary.
7. Creates timelines, flow charts and link analyses relevant to specialized investigations and criminal intelligence.
8. Prepares presentations relevant to cases for jury trials and participates in courtroom and other evidentiary hearings as needed.
9. Prepares wanted posters and photo line-ups for sworn personnel within the department.
10. Uses, updates and maintains maps, aerial photographs and databases in a geographic information system.
11. Extracts and analyzes data on response times, calls for service, and officer activity to assist with departmental budgeting.
12. Assists in manpower allocation by collecting data on workload and providing analytical reports to patrol administration upon request.
13. Acts as liaison with crime and intelligence analysts from other federal, state and local agencies.
14. Conducts training of department personnel in the use of crime analysis data and reports.
15. Assists with other departmental duties as required.

NOTE: The examples of essential functions as listed in this classification specification 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 equivalent, supplemented with experience working with statistics and research methods, along with strong computer skills. Training and experience that provides the required knowledge, skills, and abilities for this classification will be considered. A degree in criminology, criminal justice, computers, or related field preferred.

Applicants having experience with geographic information systems and crime mapping strongly preferred.

Must have valid Florida driver's license.

B. Knowledge, Abilities and Skills:

Knowledge of criminal behavior and victimology.

Knowledge of the criminal justice system and the relationships between its various components.

Knowledge of sources for crime data, intelligence and grant funding.

Knowledge of computers, databases and data mining with the ability to put the data in a usable format.

Knowledge of statistical processes and analytical research including descriptive and inferential statistics, random sampling, temporal, spatial, and demographic analysis, and probability studies.

Knowledge of methods of adult instruction.

Ability to derive useful conclusions from criminal intelligence and activity data using various quantitative and qualitative methods.

Ability to determine the validity, reliability, and credibility of verbal, written numeric, and graphic information encountered during the analysis process.

Part Time Crime Analyst - continued

Ability to maintain confidentiality of criminal justice records and information.

Ability to relate theoretical and statistical concepts to police operations.

Ability to exercise initiative and sound judgment within scope of authority making administrative decisions in accordance with laws, ordinances, regulations and department policies and procedures.

Ability to work independently or in a team environment on complex and confidential tasks.

Ability to maintain effective working relationships with employees, supervisors and the general public.

Ability to understand and adhere to policies and procedures.

Ability to effectively communicate, both orally and in writing.

Skill in the operation of personal computers, database, word processing, and spreadsheet applications, and ArcView geographic information system software programs.

Skill in thinking critically.

Skill in creating documents that explain information, draw conclusions, and/or make recommendations in a way that is objective, concise, articulate, and relevant.

Skill in making effective presentations to large groups of people.

C. Physical Requirements:

Tasks involve some physical effort with frequent standing, sitting, walking and some bending, stooping, stretching, squatting with moderate lifting (30 pounds); or standard dexterity in the use of finger, limbs, or body in the operation of office equipment. Tasks may involve extended periods of time sitting at a keyboard.

D. Environmental Requirements:

Task is regularly performed without exposure to adverse environmental conditions; may be performed in a confined space.

E. Sensory Requirements:

Task requires color perception and discrimination.

Task requires sound perception and discrimination.

Task requires visual perception and discrimination.

Task requires oral communications ability.

Task requires texture perception and discrimination.

Task requires depth perception and discrimination.