



CITY OF STUART JOB ANNOUNCEMENT

Human Resources
121 SW Flagler Avenue
Stuart, FL 34994
www.cityofstuart.us

The City of Stuart is an historic coastal community with a population of 16,500 and offers unique downtown shops, galleries and restaurants that add to our small town charm. Awarded “America’s Happiest Seaside Town 2016” by Coastal Living and “Most Beautiful City 2008” by America in Bloom, the City of Stuart offers a quality lifestyle for residents and visitors alike.

PT Crime Analyst 1 (Police)

Hiring Range: \$17.26 - \$21.43 per hour

FLSA Status: Non-Exempt

Announcement Date October 13, 2017

Closing Date: Open Until Filled

*****(Approximately 20 hours per week, days & times may vary)*****

MUST submit Application Packet available at (<http://www.cityofstuart.us/index.php/police-employment-opportunities>) directly to the Stuart Police Department located at 830 Martin Luther King, Jr. Blvd, Stuart

In addition to a satisfying work environment where employees are respected and valued for their contributions, the City of Stuart offers an attractive benefits package and award-winning wellness program. We offer two (2) medical and dental plans, supplemental insurance, deferred compensation, retirement benefits through the Florida Retirement System, and more to all full time and part time eligible employees. The City pays up to 90% of employee medical insurance premiums for full time employees.

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.

Illustrative Duties (the following are highlights; a detailed job description is available in Human Resources)

- Researches and analyzes information on crime and other data of interest to the department.
- Determines patterns in criminal activity and crime trends using various research and statistical methods.
- Forecasts criminal activity, victimization, traffic problems, and resource needs based upon current information and makes recommendations accordingly.

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

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.

Minimum Qualifications and Education/Licenses and Certifications

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.

Possession of a valid Florida Driver’s License.

Essential Physical Skills and Environmental Conditions

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. Task is regularly performed without exposure to adverse environmental conditions; may be performed in confined space. Task requires sound, odor, visual, color, texture and depth perception and discrimination. Task requires oral communications ability.

A City of Stuart Application for Employment can be obtained through our website (www.cityofstuart.us) or by visiting the Human Resources Department. Applications for employment must be sent or hand-delivered to the Stuart Police Department.

The City of Stuart is a tobacco-free workplace. All applicants must attest that they have not used tobacco products for the preceding 3-month period from the date of application. Candidates chosen for positions with the City of Stuart must undergo pre-employment screening to include verification of their non-use of tobacco products in order to be considered for employment.