

CRIME ANALYST

General Definition of Work:

Performs difficult protective service work analyzing crime patterns in the county in a civilian capacity. Work is performed under regular supervision.

Essential Functions/Typical Tasks:

Analyzing crime and police incident patterns; collecting crime statistics; preparing and disseminating crime information; assisting with special projects; taking fingerprint impressions.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Oversees and collects crime statistics and related GIS information.
- Analyzes crime data; prepares and disseminates information to staff members regarding actual and anticipated criminal activity.
- Handles all crime reports and statistics.
- Helps identify benchmarks and measurement tools for each division.
- Provides monthly statistics for each division to determine performance against goals.
- Provides monthly reports to administration to help determine resource allocation.
- Reviews patterns of criminal activity to highlight crime series, trends and patterns.
- Produces computer generated graphics, bulletins, charts and maps showing criminal activity by type, time of day and other meaningful data.
- Oversees the reporting of crime statistics to the SBI.
- Produces an annual report of Sheriff's Office activities.
- Maintains a crime mapping system to identify hot spots for crime.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Thorough knowledge of crime reporting codes; thorough knowledge of statistics and analytical techniques; thorough knowledge of the methods used to determine crime patterns; ability to collect and analyze data and crime trend information and draw conclusions; ability to use standard office equipment; ability to keep accurate and detailed records, analyze complex data and prepare reports; skill in taking fingerprint impressions; skill in the operation of a personal computer; ability to establish and maintain effective working relationships with other police personnel and the general public.

Education and Experience:

Requires graduation from high school with some college level course work in statistics, criminology, research methods, or a related field and two years of experience in statistics, compiling data, analytical reporting, or a related field. An equivalent combination of education and experience may be considered. Experience with Crystal Reporting and using statistical formulas in Excel is preferred. Law enforcement or criminal justice experience is beneficial.

Physical Requirements:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Requirements:

Possession of an appropriate driver's license valid in the State of North Carolina. Must meet and maintain minimum established qualifications for the position as established by the Sheriff's Department and the State of North Carolina and North Carolina Division of Criminal Information.

HR revised 7-17-2013