

## CRIME ANALYST

### CLASS CODE/PAY GRADE

Class Code: 3141                      EEO Code: C                      FLSA: N/E      Pay Grade: 210

### MAJOR FUNCTION

Responsible work in the utilization of collected information on reported crimes and criminals to prevent and suppress criminal activities and apprehend criminal offenders.

### ILLUSTRATIVE DUTIES

(NOTE: 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.)

Prepares statistical analysis of offenses by district and patrol zone.

Requested studies to assist in investigations and decision making.

Generates and distributes maps relating to temporal crime events as well as bulleting, charts and graphs.

Generates and distributes maps of sexual predators/offenders.

Reviews county intelligence bulletins, run RMS queries in response.

Conducts comprehensive traffic accident studies w/maps and other analysis.

Prepares Auto/MC theft tracking for grant funded task force.

Conducts meetings and presentations (i.e. neighborhood watches)

Prepares Narcotics buffer maps.

Attends deposition, court appearances.

Performs administrative duties (monthly reports, employee evaluations, documentation required by professional-standards etc.)

CRIME ANALYST

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## KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of principles of management and their application to the administration of governmental affairs. Knowledge of area of assignment, including trends and concerns. Knowledge of research and report writing techniques. Knowledge of basic accounting principles and procedures. Knowledge of Florida Statutes, criminal methods of operations and crime analysis mapping.

Ability to initiate and install administrative programs and procedure and to evaluate their effectiveness. Ability to communicate effectively both orally and in writing. Ability to establish effective working relationships. Ability to comprehend, analyze and extract information from law enforcement officer's reports on crime. Ability to make oral, written and audio visual presentations in a public or professional setting.

Operation of ArcView and ArcInfo computer program. Operation of Spread sheet computer programs Excel and Access. Operation of VCSO RMS program and Volusia County CJIS program.

## MINIMUM QUALIFICATIONS

Bachelor's degree in Public Administration, Business Administration, Political Science, Social Science or related field and one year experience as a Crime Analyst or similarly-related analytical work in management or law enforcement.

A comparable amount of education, training, or experience may be substituted for the minimum requirements.

## ADA REQUIREMENTS

Physical Demands: Sedentary work.

Environmental Demands: Inside work.

Mental Demands: Ability to read and comprehend technical and professional journals and manuals; reports, letters, memos, abstracts, instructions; legal documents, ordinances and statutes. Ability to write reports, memos, letters instructions and procedures. Ability to speak publicly; conversant in theory and practices of discipline; persuasive speaking. Ability to analyze data and develop conclusions. Ability to identify and resolve problems.