

CRIME ANALYSIS TECHNICIAN

JOB DESCRIPTION

Classification Responsibilities: A Crime Analysis Technician is responsible for performing duties related to collecting and compiling statistical data from Police Department computer systems and performing basic statistical analysis on that data. Duties include: collecting data, including calls for service information, from various databases; researching data and producing reports for management, City Council and other City departments; responding to requests for statistics from citizens, businesses, and other law enforcement agencies; preparing statistical and narrative summaries for reports and presentations to department management; converting numeric data into graphic mode; reviewing statistical documents for completeness and accuracy; assisting the Crime Analysts with Geographic Information System (GIS) mapping of crimes using Archview; maintaining web entries and the development of trend areas for the web on the Internet for the unit; pulling cases for the Crime Analysts on possible trends over a period of time; and entering and maintaining information in the Automated Tactical Analysis of Crime (ATAC) database. This class performs related duties as required.

Distinguishing Features: This class is distinguished from the Crime Analyst class by its less technical statistical and analytical duties. A Crime Analysis Technician is supervised by the Police Lieutenant. Work performance is reviewed through direct observation, reports, meetings, and results achieved. This class is FLSA nonexempt.

QUALIFICATIONS

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from high school or GED. Considerable (3 - 5 years) experience performing responsible office clerical/secretarial or office paraprofessional work. Experience with statistical programs and/or working in a criminal justice field.

Special Requirements. Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph is required.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualifications. Graduation from an accredited college or university with an Associate's Degree in a related field. Proficiency with databases.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City employees, management, contractors, and public officials. Answers questions and responds to inquiries related to the crime analysis unit. Prepares written documents with clearly organized thoughts and using proper sentence construction, punctuation, and grammar.

Manual/Physical: Enters data into a personal computer (PC). Prepares and/or updates maps, schedules, graphs, and other related charts. Compiles information for special projects and reports. Prepares boxed forms, mail, and other materials for distribution and/or mailing. Sorts, files and distributes incoming mail, products, and other materials. Sets up and/or removes folding tables and chairs for meetings. Operates a variety of standard office equipment.

Mental: Coordinates work activities and assists with meetings and presentations. Conducts research, analyzes data, and performs basic statistical computations. Understands and interprets statistical information. Learns job-related material through on-the-job training and in a classroom setting.

Knowledge/Skill/Abilities:

Knowledge of:

principle and application of statistical methods and techniques;
data collection methods; and
standard report writing.

Skill in using computer software packages.

Ability to:

deal with coworkers and the general public tactfully and courteously;
learn computer software applications in use or being developed for crime analysis;
follow verbal and written instructions;
operate a PC
clearly organize written communications; and
establish and maintain effective working relationships with fellow employees, supervisory personnel, and outside agency personnel.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 5/15

TO/co/pa

CS4092.DOCX

EEO-Para

NDOT SAFETY-No

NDOT RANDOM-No

DOT SAFETY-No

RESP-No

JOB FCTN-ADM

INCREMENTS 62-200

PAY GRADE: 42

SECURITY-Yes

CDL-No

IND-8810

SWORN-No