CRIME ANALYST

DEFINITION
Under general supervision, collect and analyze crime statistics and data obtained from law enforcement databases and public safety computer systems in the identification/apprehension of criminal offenders.

ESSENTIAL FUNCTIONS
Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Collect and analyze crime statistics and data obtained from law enforcement databases and computer systems;
- Summarize crime statistics analysis findings for investigating police officers and management;
- Collaborates crime data into usable categories;
- Determines crime patterns and series with attention to sequential and geographic distribution of selected crimes;
- Trains and assists law enforcement personnel utilizing specialized automated systems and software applications;
- Compares, forecasts, interprets and disseminates information from crime reports and other data to assist with investigations, resource allocation, prosecution of criminal cases and crime prevention initiatives;
- Communicates and interacts with investigative and operational units and crime analysis units in other departments and reviews crime reports, calls-for-service, warrant information and criminal person files.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of applicable city, county, state and Federal statutes, rules, ordinances, codes and regulations governing crime data and statistics, and of quality research and data analysis techniques;
- Ability to effectively communicate verbally and in writing in English with all levels of staff, collect information from a wide variety of sources while determining quality of data, and ability to maintain confidentiality and exercise good judgment;
- Skilled in preparing business reports, letters, and memorandums, working with multiple and conflicting deadlines to complete projects, reviewing, interrupting and analyzing criminal reports and data and skilled in establishing and maintaining productive working relationships;
- Proficient in the use of personal computer and other electronic devices to include MS Office and other industry related software to perform essential job duties.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an office environment. Work may require frequent standing, walking and bending. May be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS
Associates Degree in Criminal Law and Justice, Forensic Science or closely related field, AND one year experience in crime analysis OR an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Driver’s License.