

**CITY OF SOUTH SALT LAKE
POSITION DESCRIPTION**

Position Description: Crime Analyst
Department: Police Department
Position Grade: 17
Supervisor: Police Sergeant
FLSA Status: Non-exempt

POSITION SUMMARY

The Crime Analyst/Records Technician works under the direction of the Police Sergeant and Chief of Police; performs research, analysis, presentation development and reporting on crime and operations information; provides crime-related information to the department, other city offices and the public; collects, compiles and analyzes crime data to assist in the planning and development of department resources for prevention and suppression of criminal activity; develops and maintains the police department website..

ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Performs statistical and analytical research of crime data
 - 1.1 Gathers and analyzes crime data for crime pattern detection, suspect-crime correlations, target-suspect profiles, and crime forecasting
 - 1.2 Creates and prepares reports, charts, graphs, maps or other visual statistical representations of criminal activity or trends.
 - 1.3 Monitors crime behavior over time and statistically identifies areas of high crime activity.
 - 1.4 Prepares weekly, monthly, yearly or specialized statistical and/or geographical reports; responds to specific internal/external requests for information.
 - 1.5 Presents findings to police personnel, members of the community, the media and other outside agencies
 - 1.6 Coordinates with outside law enforcement agencies to facilitate the exchange of crime trend information and to identify and help solve cross-jurisdictional crimes
 2. Develops and maintains the police department website
 - 2.1 Continually updates department information for use by the public and other agencies
 - 2.2 Creates new pages for divisions within the department and makes changes when needed
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MINIMUM QUALIFICATIONS

EDUCATION, EXPERIENCE AND CERTIFICATIONS

Graduation from an accredited four year college or university with a bachelor's degree in social or behavioral science, statistics, criminology, or a closely related field, or any equivalent combination of related education and experience.

NECESSARY KNOWLEDGE SKILLS AND ABILITIES

1. Knowledge of statistical and research processes and procedures; knowledge of general department programs and administrative procedures; knowledge and understanding of fundamentals of criminology; knowledge of records management systems; knowledge of telephone etiquette.

2. Skill in word processing, office machine usage and the operation of micro-computers.
3. Ability to communicate effectively both verbally and in writing; ability to use independent judgment; ability to present research summations and convert findings to practical applications.

General clerical skills to be measured through valid testing methods or through verifiable work experience.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met or will be encountered by an employee while successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The noise level in the work environment is usually quiet.

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

Mayor Approval: _____

Effective date: September 22, 2007

Revision history: May 10, 2002