Classification Title: Crime Analyst

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: Conducts research and performs analysis of information that is potentially criminal in nature or already deemed to be criminal activity and uncovers and develops relationships within the information. Offers guidance for investigative direction in a particular crime or a group of similar crimes.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Analyzes and evaluates incoming raw data and correlates the information with pertinent existing data to determine if there is a criminal relationship. Manually enters data into software programs designed to generate many types of linkage. Utilizes databases, incident reports, jail data and outside agency information in evaluation process.
2	S	Using available data, designs and publishes analytical products to assist in the investigative process. Maintains credible interaction with Federal, State and Local law enforcement agencies to insure that information flows into the Criminal Intelligence Unit from outside sources.
3	S	Uses existing software to prepare charts, graphs, link analyses, telephone toll analyses, timeline charts and other visual aids for presentations to investigators, prosecutors and courts.
4	S	Conducts background checks and criminal histories on individual crime suspects and compiles data to assist investigators and provide investigative leads. Performs data inquiries, organizes data, and presents data in a manner enabling investigators to conduct casework efficiently.

CLASSIFICATION REQUIREMENTS:

CLASSIFICATION REQUIREMENTS	
Education	High school diploma.
Experience	Two years of experience in Criminal Justice or related field.
Equivalent Education & Experience Accepted?	Yes

CLASSIFICATION REQUIREMENTS	
Certification and Other Requirements	None
Reading	Advanced
Math	Intermediate
Writing	Intermediate
Managerial	Receives General Direction.
Budget Responsibility	None
Supervisory / Organizational Control	No responsibility for the direction or supervision of others.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship and may involve contact with others outside of the direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:
Telephone, camera, video camera, fax, copier, computer, printer

PRIMARY WORK LOCATION		
X	Office Environment	Shop
	Clinic	Vehicle
	Recreation Centers/Neighborhood Centers	Warehouse
	Outdoors	Other

PROTECTIVE EQUIPMENT REQUIRED:
None.