



City of Casa Grande

Crime Analyst

GENERAL PURPOSE: Under general supervision, performs a variety of complex research-related duties involved in the collection, analysis, and dissemination of crime and other relevant information.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Performs statistical and analytical research involving the use of computer applications, random statistic samplings, correlation and regression analysis, and probability studies.
- Gathers and analyzes crime data for crime pattern detection, suspect-crime correlation, target-suspect profiles and crime forecasting.
- Researches investigative leads for criminal investigations; researches and establishes links between people to assist in investigations.
- Prepares reports on crime data and trends; uses computer software to illustrate crime patterns/trends and statistical findings.
- Gathers and analyzes workload and statistical data to assist in manpower planning; identifies and monitors crime trends and consults with investigators and command staff to reduce crime rates.
- Makes public presentations on crime statistics and data.
- Maintains records and files; performs administrative duties as required.
- Responds to requests for information; provides technical information as authorized; provides assistance to the public within scope of authority.
- Performs other duties as assigned or required.

SUPERVISION EXERCISED: None.

JOB DESCRIPTION
CrimeAnalyst.doc

MINIMUM QUALIFICATIONS:

Education and Experience:

Associate's Degree in Criminal Justice or related field, and three year's experience in law enforcement programs; OR an equivalent combination of education and experience. One year responsible experience in analytical/social science research is preferred.

Necessary Knowledge, Skills and Abilities:

- Knowledge of City policies and procedures.
- Knowledge of Police Department organization and operations.
- Knowledge of research design methods, procedures and techniques used in statistical analysis; statistical program languages and data processing methods, procedures and equipment.
- Knowledge of uniform crime reporting processes and requirements.
- Knowledge of the principles of record keeping and records management.

- Skill in conducting comprehensive research projects and providing accurate analysis of findings.
- Skill in making public presentations.
- Skill in organizing and prioritizing multiple tasks and projects.
- Skill in establishing and maintaining effective working relationships with City staff, outside agencies, volunteers, and community services personnel.
- Skill in operating a computer and utilizing a variety of software designed for statistical data.
- Skill in effective oral and written communication; skill in preparing graphic representations of details and complex statistical findings and crime analysis results.

Special Requirements: None.

Physical Demands / Work Environment: Work is performed both in a standard office environment, and in field settings.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.