

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: CRIME ANALYST / RECORDS COMPLIANCE SPECIALIST
CLASS CODE: 3421
EFFECTIVE DATE: 02/20/2007
MARKET POINT: Based on applicable market study

DEPARTMENT: Sheriff

JOB SUMMARY

Performs routine and complex clerical, administrative, and analytical work relating to crime and intelligence statistics, and records management activities. Assists in planning the deployment of resources for preventing and suppressing criminal activities.

CLASS CHARACTERISTICS

This is the primary classification responsible for submitting incident based reporting (IBR) for the Utah County Sheriff's Office; and for collecting, analyzing, and disseminating statistical data related to crime patterns, trend correlations, and law enforcement activities.

ESSENTIAL FUNCTIONS

Utilizes modern research and statistical gathering methods to collect, analyze, and disseminate information related to calls for service and crime trends, series, and patterns.

Initiates and disseminates crime analysis reports, bulletins, and data related to criminal trends and patterns to department personnel to enhance directed patrol and investigative activity and aid in the intervention and solution of criminal activity and the effective deployment of police assets.

Attends patrol and detective briefing sessions when requested and answers questions stemming from analytical findings.

Networks with other agency intelligence units and facilitates the exchange of information.

Establishes and maintains systematic, cross-referenced records, database files, and related systems for the storage and retrieval of data.

Prepares charts, graphs, maps, and written reports of specific crimes by area, section, type, time of day, and other meaningful statistical variables.

Sorts, codes, and files records of arrest and incident.

Enters and retrieves crime analysis information into a variety of systems and databases.

Advises and educates department personnel in crime analysis procedures and the use of related computer systems and tools.

Prepares all required reports and records to provide accurate statistical information for filing National Incident Based Reporting (NIBR) crime reports with state and federal agencies.

Monitors changes in state and federal laws that could affect county crime prevention activities.

Performs name merge activities required by the Spillman software system to maintain an accurate database featuring the most updated demographic information related to the name entries in the system.

ADDITIONAL RESPONSIBILITIES MAY INCLUDE

Conducts presentations at patrol briefings, staff meetings, citizen group meetings, county government functions, and other venues.

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KNOWLEDGE, SKILLS, AND ABILITIES

Ability to maintain cooperative relationships with those contacted in the course of work activities; Knowledge of law enforcement practices and criminal law with particular reference to crime analysis, record keeping, and dissemination of restricted information; Skill in using correct grammar, spelling, and punctuation; Ability to collect, analyze, interpret, and document complex statistical data; Ability to prepare clear, concise, accurate, and informative reports, charts, graphs, and statistical presentations; Ability to perform accurate mathematical computations; Ability to effectively communicate orally and in writing; Skill in using various computer applications including word processing, spreadsheets, and databases; Skill in data entry; Ability to establish and maintain record keeping systems; and Ability to handle multiple tasks simultaneously.

PHYSICAL DEMANDS

Typically sit at a desk or table; Occasionally walk, stand, or stoop; Occasionally lift, carry, push, pull, or otherwise move objects weighing up to 20 pounds; Occasionally drive a motor vehicle; and Work for sustained periods of time maintaining concentrated attention to detail.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office, records storage area, computer room, or other environmentally controlled area.

EDUCATION AND EXPERIENCE

Equivalent to a Bachelor's Degree from an accredited college in a field related to statistical analysis, research methods, or paralegal studies AND one (1) year work experience performing research, records management, and data and statistical analysis (preference may be given to applicants who have performed these duties in a legal or law enforcement environment). Equivalent combinations of related education and experience will be considered.

Selected applicants may be subject to a background check.

LICENSING AND CERTIFICATION

Incumbent must possess a valid State of Utah driver's license; and Incumbent must obtain Bureau of Criminal Identification (BCI) certification during the probationary period for new hires or during the trial period for promoted County employees. County employees being reassigned or transferred to this classification must possess BCI certification upon reassignment or transfer. Incumbents are required to maintain certification thereafter.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.