MAJOR FUNCTION

This is professional crime data coding, analysis and correlation for the development of appropriate programs for improving criminal apprehension and crime prevention. Work includes offense reports review, editing, verification, classification and coding; abstraction, assembly and organization and submission of crime data and in the correlation of data and identifying trends and patterns; proposing and recommending conclusions and corrective actions for review. Work is reviewed through observation, review and analysis of material in progress and upon completion.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES

Essential Duties

On an assigned shift, reviews all reported incidents of crime, edits and validates reports and codes and classifies incidents in accordance with unified crime specifications. Abstracts significant crime data for use in reporting systems and maintains established data files. Transmits data to other data file systems. Evaluates offense reports and submits those reports worthy of further investigation, along with identification of known suspects and other relevant data, to the criminal investigation division. Prepares and submits synopsis of offenses with no further investigation leads. Creates and maintains suspect and known offender files; special crime files such as murder, rape, and assault; pins maps of geographic distribution of crime incidence and color codes by category. Prepares special bulletins on specific crime problems and special reports and studies as required. Assembles, organizes and analyzes crime data and develops specific corrective action or programs. Performs special projects requiring research and statistical analysis of data upon request. Responds to requests from citizens in relation to crime and burglary rates. Performs related work as required.

Other Important Duties

Prepares documents for distribution. Prepares graphics for departmental presentations and displays. Performs related work as required.

DESIRABLE QUALIFICATIONS

Knowledge, Abilities and Skills

Knowledge of the unified crime reporting system with particular emphasis in classification specifications. Knowledge of statistical methods and research concepts and techniques. Knowledge of investigative and identification methods and techniques. Knowledge of use and application of related computer programs. Ability to establish and maintain effective working relationships as necessitated by work assignments. Ability to organize, communicate and present clear, concise and factual oral and written reports and recommendations. Skills in data entry.

Minimum Training and Experience

Possession of a bachelor's degree in criminology, criminal justice, sociology, accounting, business or public administration, mathematics, computer science, or related field; or an equivalent combination of training and experience. Experience that includes crime analysis or analytical work in the criminal justice or social research field may be substituted on a year-for-year basis for the required education.

Necessary Special Requirements

Applicants should truthfully complete the Criminal History Questions on the City Employment Application. Any omissions, falsifications, misstatements, or misrepresentations of the information provided may disqualify an applicant. The top applicant chosen for this position will be required to complete and pass a Truth Verification Examination prior to an employment offer being made.

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01-26-90
04-19-93
05-21-99
04-20-04*
03-03-10
08-10-16