



CLASSIFICATION NO.113

Established: 10/04

Revised: 7/23

FLSA: Non-Exempt

EEO: 4

## **CRIME ANALYST**

### **CLASS CHARACTERISTICS**

Under direction, to provide technical work and research in the development and analysis of data; to compile, enter, integrate, analyze, maintain and report findings on crime and other related statistical data and information through analysis and report writing; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Sheriff's Office patrols County roads and rivers, investigates crimes, conducts search and rescue operations, and operates the County jail. The Sheriff's jurisdiction includes the unincorporated areas of the County and within cities which contract for law enforcement services.

The Crime Analyst is a specialized non-sworn classification responsible for performing complex statistical research analysis. The incumbent is responsible for compiling, maintaining, analyzing and integrating crime and statistical data and responding to and preparing information for requests from the public, internal staff, and partner agencies.

The Crime Analyst differs from the Deputy Sheriff and Detective which are sworn law enforcement classifications. It also differs from the Management Analyst series which provides analysis and assistance in administrative, fiscal, and operational matters.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Researches and fulfills requests for information from the public, internal staff, and partner agencies for data related to call activity, crimes, or for other statistics and analytical reports; obtains information and data and conducts analysis to support department operations and measure program effectiveness and outcomes; prepares written response reports and makes oral presentations on crime statistics and trends as requested.
2. Researches, analyzes and compiles data from a variety of resources, such as police reports and special unit statistics and law enforcement database systems; prepares analysis for area crime evaluations to address specific crime issues for directed patrol efforts; analyzes data to identify and evaluate crime series, trends and patterns; identifies patterns in method of operation and profiles of victims and suspects, and prepares reports including graphic presentation and charts and attends and/or presents information at meetings in other jurisdictions and community settings.

3. Prepares and maintains a variety of diverse, routine and complex monthly, semi-annual and annual reports in addition to statistics regarding crime, calls for service, traffic and other activities; coordinates area robbery, burglary and sex crimes exchange files for corresponding tracking systems from outside agencies, provides statistical information for use by task force units and others for the purpose of identifying suspects, trends and enforcement strategies; communicates reports and statistics to various interested and contracted cities, law enforcement agencies, community members and community planning organizations and meets reporting deadlines.
4. Maintains special files in the law enforcement data base system including personnel identification password files, property loss files, ORS files and name correlation files; maintains quality control and resolves discrepancies.
5. Maintains and researches information used to help find or identify people including researching locations and addresses through law enforcement database systems.

### **REQUIRED KNOWLEDGE AND SKILLS**

Working knowledge of: Principles and techniques of record keeping, software applications, operating systems for general records and record procedures, practices of data processing, data entry and retrieval techniques; law enforcement computerized systems program structure, relating to where and how programs store and relate data; statistical analysis relating to math and research techniques; advanced word processing, spreadsheet, database and other statistical research; mapping software to create complex documents and reports requiring the interpretation and manipulation of data; preparing and maintaining accurate running statistical records.

Skill to: Make accurate predictions based on trend analysis, including the ability to predict crime patterns; use modern research methods; communicate effectively, both orally and in writing; prepare and present written and oral presentations; respond to the public in a tactful manner; react quickly and appropriately to requests for information; establish and maintain effective working relationships with staff, other law enforcement agencies, and the public; understand and comply with the rules and regulations of Clackamas County Sheriff's Office (CCSO); operate a variety of equipment including computer, special law enforcement and software applications; interpret and apply federal, state and local policies, procedures, laws and regulations.

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of two (2) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

**Licenses/Certifications:** None Required.

### **PRE-EMPLOYMENT REQUIREMENTS**

Must successfully pass an extensive background investigation including national fingerprint records check.

Must pass a pre-employment drug test.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

### **POST-EMPLOYMENT REQUIREMENTS**

Law Enforcement Data System (L.E.D.S.) certified within three months of hire.