

**DOUGLAS COUNTY
SHERIFF'S OFFICE**

JOB TITLE: CRIME ANALYST - JDC22

Exempt: No

Job Type: 3252P

Pay Grade: P325

Department: Office of the Sheriff

Approved/Reviewed By: Sheriff Darren Weekly

Date: 01-10-23

General Duties: Performs a variety of administrative and technical tasks. Work involves analyzing data from calls for service and crime reports, preparing and disseminating crime bulletins, determine patterns of criminal activity. Communicates this information to other law enforcement agencies and government officials. Prepares statistical analyses and conducts additional research, as requested. Responsible for maintenance of computer software, attends a variety of meetings and serves as a liaison to other agencies.

Supervision Exercised: None.

Supervision Received: Works under general supervision of the Investigations Captain.

Examples of Duties and Responsibilities:

- Receives and analyzes selected data from crime reports.
- Determines patterns of criminal activity.
- Prepares and disseminates crime bulletins.
- Communicates information regarding criminal activity to outside law enforcement agencies, government agencies and officials.
- Performs statistical analyses and research for special projects or reports.
- Utilizes computerized data entry equipment, word processing, database, spreadsheet, and/or file maintenance programs to enter, store, and retrieve information as requested.
- Summarizes data in preparation of standardized reports.
- Participates in the development of computer programs.
- Researches and recommends technology for automation of the office related to job duties.
- Attends meetings and provides input based on expertise and observations.

Education: Bachelor's Degree in Criminal Justice or Crime Analysis preferred.

Experience: Two years general office management, two years public contact, legal or law enforcement experience, or any combination which totals two years.

Special Requirements:

- Understanding of a functional file system.
- Good physical and mental condition.
- Ability to deal with confidential information.
- Advanced computer skills.
- Ability to remain calm and effectively communicate under adverse conditions.
- Ability to deal with high stress job.
- Ability to interact effectively and professionally with a broad range of individuals.
- Develop expertise in gathering, interpreting, compiling and analyzing statistical and technical data.
- Able to pass qualifying exams and background investigation.
- Possession of a valid Colorado Drivers License.

Essential Functions:

Language Skills: Ability to read, interpret and develop routine documents, reports and correspondence. Ability to communicate effectively with co-workers and the public. Ability to establish and maintain effective working relationships.

Basic Knowledge: Has general understanding of basic office procedures and methods. Demonstrates ability to speak, read and write English clearly, effectively and correctly.

Mental Abilities: Able to comprehend and retain information related to general job assignments within context of the position held. Able to understand and follow oral and written instructions and maintain confidentiality of information.

Physical Skills: The employee must possess the ability to frequently stand, sit, walk, operate general office equipment, reach with hands and arms, talk or hear, and tolerate a quiet to moderate noise level in the workplace.

Verbal Skills: Speaks English clearly and converses effectively with persons of divergent ethnic, cultural and educational backgrounds. Projects voice clearly and forcefully when necessary while under personal stress.

Computer Skills: Must have basic user-level competency with Windows PC operating systems.

Department Policies and Procedures: Demonstrates working knowledge of and compliance with all department policies, procedures and directives.

Emotional Abilities: Controls personal emotional responses and acts appropriately under high levels of personal stress. Demonstrates sensitivity to feelings of others; listens with empathy towards others; and displays compassion to those in distress. Controls personal aggressive responses and acts in a manner designed to calm volatile persons.

Social Skills: Establishes and maintains effective relationships with peers, supervisors, and the public. Asserts self when necessary to confront or exert control over others.

Mathematical Skills: Ability to calculate figures and amounts such as proportions and percentages. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or scheduled form.

Testimony: Must be able to provide credible testimony in a court of law or any other legal proceeding or investigation.

Note: The successful applicant must be able to perform ALL the above job functions, unassisted, and at a pace and level of performance consistent with actual job requirements. These duties are intended to be illustrative only and are not intended to be all-inclusive.

Other: In the event of an emergency/disaster in or near the County, all County employees are expected to make every effort to be available to assist the County Manager, Elected/Appointed Officials and Department Directors to ensure the continued operation of any and all necessary County functions. This may mean being available to perform additional duties and hours beyond what is normally required. In the event that an exempt employee does work more than 40 hours a week in support of County operations during an emergency, such employee may receive overtime or other appropriate wage compensation in accordance with existing County policies or at the discretion of the County.