POSITION: CRIME ANALYST

DEPARTMENT: DISTRICT ATTORNEY

SALARY: $43,463-$68,091/YR.

POSITION PURPOSE: Provide support to the District Attorney’s Office and the Sheriff’s Department by collecting and analyzing crime data and trends to assist law enforcement investigations and resource allocations and to evaluate offender intervention programs using statistical analysis.

POSITION IN ORGANIZATION: REPORTS TO DISTRICT ATTORNEY

MAJOR DUTIES
1. Perform statistical and investigative analysis of police data and reports and recommend a course of action based on that analysis.
2. Establish procedures to retrieve, integrate, and analyze data from a large variety of sources and systems.
3. Perform a data compilation and analysis function including the collection, analysis, reporting and dissemination of information concerning external forces (crime and disorder) as well as internal processes of the department (workload analysis, vehicle stops, crashes, etc).
4. Determine patterns of crime and disorder in the community.
5. Use analytical skills to draw conclusions from the data, and use the data to identify and recommend a plan to resolve community problems.
6. Develop crime mapping and analysis of spatially referenced data such as crimes, calls for service, crashes, etc.
7. Create timelines, flowcharts and link analysis relevant to specialized investigations and intelligence information.
8. Perform data analysis essential for policing teams to develop action plans to resolve community problems.
9. Use ArcView GIS, or other appropriate software for analysis; use Crystal, Hummingbird, or other reporting software to extract the data; use Microsoft Office Suite; and use other various software programs.
10. Have knowledge of and obey all policies, procedures, rules, regulations, orders and directives of the District Attorney’s Office.
11. Compose professional, accurate and detailed reports and presentations from data including maps, charts, table graphs, etc.
12. Employ investigative and statistical analysis to forecast future crime occurrences by type of crime and target location in order for the agency to deploy and allocate resources effectively.
13. Review reports to modus operandi patterns or trends.
14. Coordinate with outside law enforcement agencies (to include but not be limited to the District Attorney’s Office, Federal Agencies and local agencies) to identify and solve cross-jurisdictional crimes. This includes identifying regional crime trends, data collection and problem solving.
15. Perform additional related duties as assigned.

PRINCIPAL ACCOUNTABILITIES
1. Ensures that duties are provided in an efficient and timely manner.
2. Ensures that all office procedures, policies, rules, and priorities, including confidentiality of case materials are maintained and observed at all times.
3. Ensures that all individuals are assisted promptly and courteously.

**GENERAL QUALIFICATIONS**
1. Bachelor’s Degree in Economics, Statistics, Criminal Justice, Sociology, Public Policy or related field. Master’s degree in one of these fields is preferred.
2. Two years of professional level experience in a law enforcement environment analyzing crime data and mapping with GIS is preferred.
3. Significant experience in law enforcement research and analysis utilizing law enforcement databases or in research statistics or quantitative analysis is preferred.
4. Proficiency with an advanced statistical software program (e.g. SPSS, Stata, etc).
5. Thorough knowledge of research methods and statistical analysis.
6. A working knowledge and an ability to learn computer programs, including but not limited to Windows Operating Systems, Microsoft Word, Excel, Publisher, Outlook and PowerPoint.
7. Exceptional written and verbal communication skills (spelling, grammar, vocabulary, etc.)
8. Ability to maintain confidentiality of sensitive records and material.
9. Ability to establish and maintain effective working relationships.
10. Ability to work with sensitive and confidential public and departmental information and contacts.
11. Working knowledge of police functions and practices.
12. Ability to identify, organize and prioritize activity for crime analysis.
13. Ability to summarize and analyze qualitative and quantitative data using calculations such as frequencies, percent change, cross-tabulations, measures of central tendency, measures of variation and correlations.
14. Ability to calculate and analyze the times of day, days of week, intervals, durations, tempos, and temporal cycles of crime.
15. Ability to understand and compare local and national crime statistics.
16. Experience in the use of ArcView GIS, or other available mapping software.
17. Ability to work under pressure and within time constraints.
18. Ability to work independently and without close supervision.

KARON KRAFT
Director of Human Resources
Winnebago County Courthouse
January 9, 2013

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for Departmental Transfer/Position Change form. Other parties interested in applying for this position will need to complete the Winnebago County Application for Employment. The deadline to apply is February 1, 2013.