Crime Analyst

Department: Varies
Pay Grade: 107
FLSA Status: Non-exempt

JOB SUMMARY
Performs analysis on various crimes, for a defined unit or area within the Fort Walton Beach Police Department. Creates reports and provides recommendations based on criminal activity analysis.

ESSENTIAL JOB FUNCTIONS

- Performs duties of a clerical nature and participates directly in the work of the individual(s) supported.
- Monitors crime reports, arrest data, citations, internal and external databases and other criminal related information to compile data. Analyzes criminal data to identify patterns and trends for a specific area or unit.
- Prepares and distributes crime bulletins, briefings, alerts and other reports as needed. Prepares periodic statistical reports. Assists in the preparation of presentations for internal and external use. May assist in the preparation of predictive reports based on historical crime data. Assists investigators with case development.
- Completes special projects as assigned.
- Acts as a liaison to other law enforcement agencies in the area.
- Secures details of specialized information, coordinating office work and providing information regarding the services and operation of the unit.
- Opens, prioritizes and processes mail.
- Provides instruction and leads department Staff Assistants in the execution of their daily duties, as assigned.
- Works closely with department Staff Assistants to insure accuracy and efficiency throughout the department, as assigned.
- Administers all types of programs within the department.
- Maintains software programs relating to assigned department.
- Administers staff operations related to office supplies, etc. for multiple divisions.
• Maintain strong customer service skills with information relating to various types of City operations.
• Presides over and attends a variety of relevant meetings.
• Keeps appointment calendars and schedules appointments.
• Performs office management functions and coordination.
• Sets up and maintains specialized office files. Files letters, reports, and related technical information in the prescribed manner. Assembles information for others use. Prepares forms and composes letters.
• Types using PC or system word processing software and processes letters, forms, reports, schedules, manuals, booklets, and related paperwork. Types information or enters into computer data containing technical terminology. Retrieves data for reports.
• Performs research and retrieval of records. Conducts statistical comparisons of information. Assists in the preparation and maintenance of department records.
• Maintains office supplies.
• Performs other related duties as required.

QUALIFICATIONS

Education and Experience:
High School Diploma or General Equivalence Degree (GED) and two (2) years of experience in a related field.

Special Requirements:
• Florida Department of Law Enforcement Crime Analyst Certification or ability to obtain within 18 months.

Knowledge, Skills and Abilities:
• Knowledge of business English, spelling and punctuation.
• Ability to prepare documents and compose letters.
• Knowledge of office practices and procedures.
• Knowledge of mathematics/statistics.
• Knowledge of department and City's policies, procedures, and practices.
• Ability to establish and maintain effective working relationships with employees and the public.
• Ability to organize and prioritize work and projects.
• Ability to access, input, and retrieve information from a computer.
• Skill in the operation of a PC.
PHYSICAL DEMANDS
The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.

WORK ENVIRONMENT
Work is performed inside in an office environment.