

CITY OF WINTER GARDEN
Classification Description

Level: 111
Job Code: 425

CLASSIFICATION TITLE: Crime Analyst
DEPARTMENT: Police

FLSA Status: N
Union Status: N/A

WORK OBJECTIVE

The fundamental reason the Crime Analyst exists is to perform clerical tasks in support of various units within the Special Operations Bureau including crime analysis data and crime maps, data entry and information dissemination, filing, computer functions, and related tasks. This classification is non-supervisory and receives general supervision from the Special Operations Lieutenant.

ESSENTIAL FUNCTIONS

- Inputs data provided by investigators to create electronic reports in a data base
- Transcribes taped information from interviews or other electronic sources
- Disseminates information on stolen property and suspects and routes to investigators and other law enforcement agencies in person, telephone, writing or electronically
- Reviews reports for errors and omissions
- Maintains pawn detail files
- Records statistics for monthly reports
- Operates NCIC/FCIC
- Utilizes efficient filing and organization systems for storage and location of reports
- Reviews lost, stolen and found property reports in order to affect recovery
- Prepare/compile criminal case filing packets
- Prepare/compile crime analysis data and crime maps
- Ability to create administrative reports from the Records Management System
- Supports other unit/departmental functions with other data entry, statistics compilation, records queries and clerical tasks as directed
- Coordinate or assist with community/special events
- Ability to work flexible hours

MINIMUM QUALIFICATIONS

- Associate's degree, or a minimum of 60 college credit hours, from an accredited college and at least two years of data entry experience preferably in law enforcement environment.
- Will consider a candidate with a minimum of 30 college credit hours of education if combined with a minimum of three years experience as a crime analyst with a law enforcement agency and documented crime analyst training.
- If not previously certified, successfully complete the State of Florida Law Enforcement Analyst Academy post employment.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of business English, spelling and grammar
- Good to extensive knowledge of Microsoft software applications (Excel Word, Access, Powerpoint, Outlook)
- Basic arithmetic
- Knowledge of office practices and procedures
- Keyboarding speed of at least 60 wpm
- Ability to work as a team player within the Special Operations Bureau; and interpersonal skills for dealing with a diverse groups including the general public, co-workers, detainees, and other law enforcement agencies both on the telephone and in person.

- Operate all level of office equipment including FAX machine, copy machine, camera, telephone, and various computer systems requiring visual and muscular dexterity and hand/eye coordination for extended periods while sitting.
- Make simple mathematical calculations; makes inferences from written and verbal materials; attention to detail; sort separate, arrange, bend, stoop, file and distribute various reports, files, or materials in a prescribed manner; produce original correspondence requiring proper sentence structure, grammar, and punctuation.
- Maintain confidentiality within the parameters of law enforcement ethics
- Bilingual (English and Spanish), both reading and writing (desirable)
- Knowledge of state statutes (desirable)

WORKING ENVIRONMENT/CONDITIONS

The City of Winter Garden is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Winter Garden provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Name (Print)

HR Representative/Supervisor's Name (Print)

Employee Signature

HR Representative/Supervisor's Signature

Date

Date