

CRIME ANALYST

SUMMARY: Under limited supervision, gathers criminal information, analyzes crime patterns and trends, criminal intelligence information on criminals, prepares intelligence reports, and provides analytical support to all law enforcement personnel regarding special needs and requests; may perform other duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(which are not in any hierarchical order)*

1. Conducts research, gather and compiles information, and analyzes data to identify crime patterns, makes interpretations and writes comprehensive reports.
2. Prepares, maintains and secures physical files on investigative research projects.
3. Researches, updates, and interprets federal, state and local secure terrorism intelligence and criminal databases and disseminates the information as needed.
4. Compiles and evaluates information, selects essential elements and correlates new information with existing information.
5. Provides analytical support to all law enforcement personnel regarding special needs and requests.
6. Prepares graphs, charts, and tables; prepares reports and statistical analyses, link analysis, event flow analysis and activity charting.
7. Prepares and presents the crime control model COMPSTAT utilizing crime data derived from incident and person queries, auto theft linking and reporting; exception and threshold report.
8. Creates density and hot spot maps, cyclical reports and crystal reports.
9. Attends various intelligence meetings and participates in detective meetings.
10. Assists detectives with investigations and identification of stolen and altered motor vehicles, title fraud, insurance fraud and other crimes.
11. Develops and maintains criminal intelligence sources and disseminates information on criminal activity.
12. Assists in the design, testing and/or maintenance of operational databases, analytical software, hardware, and peripheral equipment to enhance the quality of work product, improve productivity and ensure equipment is functioning properly.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of basic principles and practices of investigation, field operations, crime prevention, and intelligence data gathering used in a law enforcement agency.
- Knowledge of statistical methods.
- Knowledge of the crime analysis process.
- Skills in the use of Arc Info, Arc View, Crime view 2.0, Crime View 2002, Crystal Reports, Excel, GIS and PowerPoint.
- Ability to review, classify, categorize, prioritize, and/or analyze data.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data or information.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves light work generally in an office setting. There is frequent need to sit, talk or hear, use hands to finger, handle or feel, reach with hands and arms and perform other similar actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

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MINIMUM QUALIFICATIONS: Associate degree from an accredited college or university in Criminology, Criminal Justice, Applied Research or related field and two (2) years work related experience. Crime Analyst Certification and a Florida Driver's license are required.