



City of Irving Job Description

Crime Analyst

FLSA Status:	Non-Exempt	Job Department:	Police
Job Code:	J262	Reports To (Job Title):	Police Grants and Research Coordinator

PURPOSE

To collect, analyze, and disseminate timely and accurate information describing crime patterns and/or crime data within the city.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Research, analyze, evaluate and disseminate detailed information identifying patterns / trends of criminal activity.
- Produce charts, maps and reports to accurately represent emerging crime patterns.
- Facilitate COMSTAT Preparation and Presentation for Command Staff.
- Respond to internal and external requests for information including the exchange of crime information with other law enforcement agencies, neighborhood groups, and general public inquiries; provide statistical analysis for neighborhood meetings and housing associations.
- Interpret data from a variety of law enforcement agencies and other sources; review and evaluate reports and records related to criminal activity and act as a liaison with criminal intelligence units from other agencies.
- Review and approve Field Contact Interview submissions to make subject information available for police personnel.
- Contribute to the development of new tools and methods to assist in crime reduction initiatives and department success.

OTHER DUTIES AND RESPONSIBILITIES

- Assist the Research & Planning Coordinator with various department surveys, reports, and projects.

SUPERVISORY RESPONSIBILITIES

Supervisory responsibility is not a regular part of the position.

FINANCIAL / BUDGETARY RESPONSIBILITY

N/A

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to completion of 12th grade *plus* some related college or vocational training.

EXPERIENCE

- Two (2) years of related experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- None

KNOWLEDGE OF

- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Public Information: Laws and guidelines related to releasing police record information, especially regarding confidentiality and chain of custody.
- Open Records Act: Laws and guidelines related to fulfillment of requests for information.
- Police Records Information Resources: Databases and repositories of information used in within the law enforcement field.
- Office / Industry Software: Current word processing, presentation, spreadsheet, database, and computer-aided-drawing programs used by the City, including Esri GIS Products.

SKILLS AND ABILITIES IN

- Research: Conducting research including design and measurement, sampling and survey, and data handling by using computers.
- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Reporting: Researching, analyzing, and compiling data and preparing concise documents.
- Mechanical/Technical: Safely operating diverse office equipment, especially computer, scientific calculator, copier, fax machine, and paper shredder.
- Social Perceptiveness: Recognizing the reactions of others and understanding them.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Service Orientation: Actively looking for ways to help people.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Information Gathering: Knowing how to find information and identifying essential information.

GUIDANCE RECEIVED

On-going Instructions and Range of Procedures

Follows a range of established procedures, work methods and direct instructions. Must determine which procedure or method applies to each task or assignment and has some flexibility about the sequence of work. Issues outside of specific instructions and procedures are referred to supervisor or more senior position.

CONTACTS

Direct contact with citizens, police personnel, city personnel, and outside agencies.

EQUIPMENT AND PROPERTY

General office equipment and supplies.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee constantly is required to listen, see, and/or sit. Frequently, s/he is required to carry, grasp, handle, feel, stand, talk, and/or walk.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The noise level in the work environment usually is quiet.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.