



Job Description

TITLE: Crime Analyst Supervisor	JOB CODE: 2745
DEPARTMENT: Sheriff's Office	FLSA: Non-Exempt
PREPARED: September 18, 2019	FLSA CLASS: Supervisor
UPDATED: March 29, 2022	WORK LOCATION: Aztec, NM
REMOTE WORK ELIGIBLE: NO	

Summary: Under direct supervision of the Detective Sergeant, the Crime Analyst Supervisor is responsible for providing current useful information to aid operational personnel in meeting crime control and prevention objectives by identifying and analyzing methods of operation of individual criminals, providing crime patterns and providing analytical reports from derived agency statistical data. The Crime Analyst Supervisor is responsible for supervision, guidance, and technical assistance to the detective records technician, as well as provide essential detective records technician functions in the time of need.

Reporting Relationship: Crime Analyst Supervisor reports to the Detective Sergeant.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Review and extract crime analysis data from investigative reports.
- Compile general and specific data related to various illegal activities.
- Disseminate analytical findings for criminal trends.
- Compile and maintain agency statistical data and prepare scheduled analytical reports as predetermined by the Sheriff.
- Assist staff in creation of periodic employee management and performance related reports.
- Prepare special and recurring analytical and statistical reports for grants, proposals, contracts, and staff related projects, and disseminate to County staff and external agencies.
- Type, edit and prepare correspondence, memoranda, letters, and other communications.
- Periodically presents analytical findings to various groups.
- Supervise and direct the daily activities of assigned detective records technician through appropriate delegation, managerial support and work supervision.
- Screen and assist detective records technician with workload; plan, prioritize and assign tasks and projects.
- Develop performance standards; recommending promotions or terminations; provide subordinate counseling, training and coaching; monitors subordinate work, develop skills and evaluates performance.
- Conduct regular and annual performance evaluations.
- Monitor operations and procedures in the detective's records division and submit recommendations for improving the work functions and processes; clarify and reconcile issues relating to policies and procedures.
- Review, investigate, and correct errors and inconsistencies in data entries, transactions, documents, procedures and reports.
- Serve as information source and liaison between the work group and various organizations and agencies; serves on committees, task forces and other groups as requested.
- Collect and prepare UCR data; ensure readiness for monthly UCR reports.
- Perform other related duties as assigned.

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Crime Analyst Supervisor

Required Knowledge and Skills:

- Knowledge of applicable rules and regulations.
- Knowledge of County and Department policies and procedures.
- Knowledge of the principles of files and records management.
- Knowledge of the basic principles of record keeping and records management.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in operating a personal computer utilizing a variety of standard software.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently and as a team member.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in researching, compiling and preparing reports and related information.
- Skill in communicating effectively, both orally and in writing.
- Skill in establishing and maintaining effective working relationships with County staff and the general public.

Education and Experience:

- High School diploma or GED equivalent and four (4) years of administrative, clerical or secretarial experience.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching and lifting such as retrieving files, records, and reports.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approvals:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____