



Job Description

TITLE: Crime Analyst	JOB CODE: 3350
DEPARTMENT: Sheriff's Office	FLSA: Non-Exempt
PREPARED September 15, 2022	FLSA CLASS: Professional
UPDATED:	LOCATION: AZTEC, NM

REMOTE WORK ELIGIBLE:

Summary: Under direct supervision of the Detective Sergeant, the Crime Analyst 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.

Reporting Relationship: Crime Analyst 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.
- Utilize advanced statistical methods to identify 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.
- Monitor detention center calls.
- Analyze telephonic communications to include toll data.
- Periodically presents analytical findings to various groups.
- 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 submission of UCR and other mandatory reporting.
- Proactively research involved parties and the history of articles of property from significant investigations, and as requested on any investigation.
- Monitor patrol radio traffic and in instances of significant calls, conduct speedy inquiries of involved vehicles and subjects to provide pertinent information to responding units, via MDT.
- Work with geographic mapping software to create and maintain mapping.
- Work after normally scheduled hours in the event of a high priority public safety event in support of investigative efforts.
- Perform other related duties as assigned.

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.

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Crime Analyst

- 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:** _____