

SNOHOMISH COUNTY JOB DESCRIPTION

CRIME ANALYST - CS

Spec No. 2407

BASIC FUNCTION

Performs a variety of analytical and administrative duties relating to the systematic process of collecting, categorizing, analyzing, and disseminating timely, accurate, and useful information that describes crime patterns, crime trends, and potential suspects.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Researches, analyzes, evaluates and compiles sensitive, confidential, criminal intelligence information to identify evolving or existent crime patterns by geographical area and by time to ascertain statistical probabilities.
2. Works closely with the patrol, contract law enforcement and investigation divisions to provide timely crime analysis information, focuses on providing insight and understanding into patterns of criminal behavior that supports future-oriented and proactive operational decisions.
3. Provides research and analysis to Sheriff's Office personnel in preparation for presentations, meetings and policy development; prepares and publishes crime analysis bulletins, reports and recommendations to include graphs, maps, and charts.
4. Provides data analysis supporting the administrative needs of the Sheriff's Office, to include workload calculations by area and shift, officer activity reports, responses to media requests, and statistics for grant applications.
5. Develops, maintains operates and/or configures computerized systems, to include crime mapping/GIS.
6. Coordinates crime information gathering and analysis with other law enforcement agencies in the region.
7. Provides training to Sheriff's Office staff on use of crime analysis products and systems.

STATEMENT OF OTHER JOB DUTIES

8. May present technical data, describe visual aids, and answer questions at public meetings in partnership with other Sheriff's Office staff.
9. Represents the Sheriff's Office as a member of the Regional Intelligence Group.
10. May participate in technology projects as the subject matter expert on criminal records data for crime analysis use.
11. Performs other duties as assigned.

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MINIMUM QUALIFICATIONS

A bachelor's degree in Criminal Justice, Business Administration, Public Administration, Statistical Analysis or related field; AND three (3) years of relevant criminal/military/intelligence analyst experience; any equivalent combination of education and experience that meets the required knowledge, skills and abilities.

PREFERRED QUALIFICATIONS

Previous work for law enforcement, fusion center, or military intelligence group is preferred.

Experience using data from New World Systems CAD/RMS software is preferred.

SPECIAL REQUIREMENTS

A valid Driver's License is required for employment.

Must have the ability to possess within one year of hire date, FBI Secret Security Clearance.

Must pass civil service examination; AND must successfully complete a polygraph examination, psychological evaluation, fingerprinting, drug screen and extensive background investigation.

KNOWLEDGE AND ABILITIES

Knowledge of:

- principles and practices of research and analysis, technical report writing, and statistical analysis as applied to crime patterns
- principles and practices of probability assessments and trend analysis as it applies to criminal activity
- relevant software applications useful in data analysis and the development of crime analysis work product
- terminology used in the description of criminal activity
- practices and techniques used in criminal investigations, including local, state, and federal resources
- Federal, state and local automated information systems used in the collection, analysis, and reporting of information related to criminal activities, such as NW Linx, WACIC, and NCIC
- principles and practices of project coordination and management
- principles and practices of community policing
- techniques used in making oral presentations

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KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- recognize, identify, and document crime series and patterns; develop conclusions, project trends, and make recommendations
- prepare detailed statistical and narrative reports, maps, and charts for evaluation and presentation
- operate (windows-based) computer, including word processing, spreadsheet, and database software applications, and specialized computer systems and applications that support the law enforcement function
- review police report data in detail or aggregate and recognize crime patterns and trends leading to crime forecasts
- be discreet and maintain confidentiality of sensitive information and data
- exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs
- establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work
- communicate effectively, both orally and in writing, with department staff, other agencies and the general public
- give public presentations; effectively present information and respond to questions

SUPERVISION

Work is performed under the general supervision of a Sheriff's Office command level manager. Due to the nature of the job, work product may frequently be subject to the review and scrutiny of multiple command-level managers as well as the general public. Employee must be able to prioritize tasks to meet deadlines and manage workload independently, without immediate supervisory review.

WORKING CONDITIONS

Work is performed primarily in a law enforcement office environment. Employee is frequently required to sit and use a keyboard for prolonged periods of time. Must be able to work occasional weekends and holidays. Attendance at meetings may also be required outside of normally scheduled hours of work.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: October 2018
EEO Category: 2 – Professionals
Pay Grade: 240 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous