



## CLASS SPECIFICATION

Class Code: 16826  
Date Est: 03/2010  
Last Rev: 05/2019  
Last Title Chg: 05/2019  
FLSA: non-exempt  
Probation: 12 months

### CRIME ANALYST I

#### **DEFINITION**

Under direct supervision, collects, analyzes and interprets basic criminal intelligence information, crime data and motor vehicle crash data using crime and intelligence methodology and techniques in support of the Washoe County Sheriff's Office; performs related work.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

A bachelor's degree from an accredited college or university in criminal justice, criminology, police administration, public administration, GIS or statistics AND one year of full-time analysis experience conducting statistical and analytical studies and problem solving using research methodology theory, statistical techniques, and calculations preferably in a law enforcement agency; OR an equivalent combination of experience and training.

#### **LICENSE OR CERTIFICATE**

A valid driver's license is required at the time of appointment.

NCIC/CJIS certification is required within six months of time of appointment.

Completion of 40-hour basic intelligence course within one year of time of appointment.

Completion of 40- hour crime analysis application course within one year of time of appointment.

#### **DISTINGUISHING CHARACTERISTICS**

This is the entry level in the Crime Analyst class series that provides for progression to the next class in the series upon meeting the requirement of the class and recommendation of the appointing authority. Work assignments may be limited in nature conducted under closer supervision and/or more frequently reviewed than the journey level Crime Analyst II class.

#### **SUPERVISION EXERCISED**

Exercises no supervision.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Provide accurate and timely intelligence information for use in tactical and strategic planning; develop tactical and strategic recommendations concerning operational deployments and investigations based on patterns and trends identified in the analysis.

Use computer databases, electronic spreadsheets, geographic information systems (GIS) applications, desktop publishing, word processing, and statistical applications to manipulate, analyze and present crime data; create

GIS layers and maps, develop and deploy GIS web pages, and integrate and maintain GIS functionality for the Sheriff's Office; develop and produce crime maps using geographic information systems (GIS) applications and conduct spatial analysis of crime data.

Integrate geographic science with spatial design to present criminal intelligence information in a manner that best fits the user's needs.

Generate reports, maps, charts, graphs, diagrams, etc. as required by the Sheriff's Office staff for strategic deployment of staff, resource allocation and crime prevention.

Conduct presentations of crime data to law enforcement officers and/or other authorized groups and participate in meetings discussing criminal intelligence and collaborate with local Fusion Centers.

Create, maintain and provide information for public dissemination via the Sheriff's Office website.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Principles, methods and techniques for conducting statistical analysis and forecasting in a criminal justice environment.

English usage, spelling, vocabulary, grammar and punctuation.

Federal, state and county laws, regulations and ordinances and agency policies pertaining to criminal justice systems.

ArcGIS Enterprise desktop and server software.

Computer software including word, spreadsheet email and presentation tools.

### **Ability to:**

Use ArcGIS Enterprise desktop and server software in a criminal justice environment.

Create and make presentation to Department members and other agencies using Power Point and other audio/visual aids.

Collect, organize and evaluate data and develop logical conclusions.

Plan and organize work to meet schedules and timelines.

Create comprehensive written reports.

Access and operate departmental computer equipment and software.

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 coworkers, supervisor, command staff and the general public.

**SPECIAL REQUIREMENTS** *(Essential duties require the following physical skills and work environment.)*

Ability to sit for extended periods. Ability to frequently stand and walk. Ability to lift and move objects weighing up to 25 lbs. Ability to use office equipment including computers, copiers, telephone, and FAX machine.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*