

CRIME DATA TECHNICIAN

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, provides a variety of routine to difficult statistical reports and general office support for administration. General functions may include, but are not limited to, data collection and limited analysis, office support duties, typing and recordkeeping, programming, departmental reports, and related work as assigned. This is a technical non-sworn position assigned to the Police Department. This position is not intended as a training step for Peace Officer or Community Service Officer status.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Gather and tabulate data on a variety of administrative and policy matters.
2. Provide responsible professional and administrative staff assistance.
3. Conduct surveys and perform research and reports as requested.
4. Confer with department management staff.
5. Develop recommendations and prepare and present reports.
6. Draft policies and procedures relative to assigned duties.
7. Assist in the preparation of a budget and make budget recommendations relative to assigned duties.
8. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a crime analysis program.
- Principles, practices, methodologies, and techniques of crime analysis, crime prevention, law enforcement, and police records processing.
- Various methods and techniques used in research and statistical analysis.

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- Uniform Crime Reporting (UCR).
- Principles of data collection, analysis, and dissemination.
- Recent developments, current literature, and information related to crime analysis.
- Geographic features and locations within the area served.
- Statistics and their application.
- Graphic materials and presentations.
- Modern research methods.
- Pertinent federal, state, and local laws, codes, and regulations.
- Office procedures, methods, and equipment including specialized public safety computer systems and applicable software applications such as word processing, spreadsheets, and databases.
- Correct English usage, including spelling, grammar and punctuation.
- Business letter writing and the standard format for typed materials.
- Basic arithmetic.
- Principles and procedures of record keeping.

Ability to:

- Perform statistical research and analysis.
- Analyze various crime data and develop analytical reports.
- Generate reports, maps, charts, graphs and other visual aids.
- Prepare clear and concise reports.
- Utilize various computer systems in statistical analysis and data collection.
- Operate office equipment including computers and supporting crime analysis programs and databases.
- Organize, maintain, and retrieve data from manual and electronic files.
- Interpret and apply applicable federal, state, and local laws, codes, and regulations.
- Work cooperatively with other departments, City officials, and outside agencies.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.
- Plan and present material both orally and in writing.
- Communicate clearly and concisely, both orally and in writing.
- Make accurate arithmetic calculations.
- Use initiative and sound independent judgment within established guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

Equivalent to high school graduation and supplemented by courses such as Microsoft Windows XP, Microsoft Office products, Crystal reports, Researching and compiling statistical data.

An Associate Degree from an accredited college or university in statistical reporting is preferred.

Experience:

Three (3) years of increasingly responsible analytical or clerical experience including experience dealing with data collection, performing statistical research and analysis, presenting and disseminating data and statistics, and working with automated systems design and implementation. A law enforcement background is desirable.

License or Certificate:

Possession of a Department of Justice Crime & Intelligence Analysis certificate is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Non-Exempt

Created: May 2005

Revised: June 2014

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.