



The City Beautiful

City of Coral Gables Job Description

Job Title: Crime Analyst
Department: Police
Classification: 5033
Pay grade: 17C
FLSA: Non-Exempt

Prepared Date: 09/2015
Approved By:
HR/Police

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Summary

Performs a variety of specialized clerical, administrative and technical work in the Criminal Investigations Division of the Coral Gables Police Department.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Reviews criminal case reports and determines case type, solvability factors and required investigative resources. Assigns cases to appropriate investigative unit.

Processes computerized tracking of all investigative reports. Interprets statistical information, records case status and creates reports.

Analyzes information on reported crimes and criminals, utilizing computer programs to include word processing, data bases, spreadsheets and graphics. Provides data to internal and external stakeholders as directed and makes recommendations for operational plans.

Researches local, state and national criminal information systems.

Serves as the liaison with other City departments and outside agencies. Represents the Police Department and the City in all matters related to the gathering of criminal intelligence.

Prepares inter-departmental correspondences and weekly presentations on criminal activity.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Considerable knowledge of modern office equipment including word processing systems, data bases, spreadsheets, graphics and type a minimum of 35 wpm. Knowledge of Departmental policies and procedures, and local, state and national criminal information systems. Knowledge of crime classifications and basic investigative procedures. Ability to conduct research and to interpret statistical information and analyze data. Must be able to make independent judgments. Able to prepare

correspondence, maintain complex records and process forms. Must be able to establish and maintain effective working relationships with departmental and other city employees, representatives of other agencies and the public. Oral and written communication skills a must.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machine. Work is predominately indoors within a usually quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 20 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

Graduation from high school or equivalent diploma. Bachelor's degree in criminal justice or a related field preferred.

Successful completion for the Florida Department of Law Enforcement's Analyst Academy.

Three (3) years' experience in criminal justice, law enforcement, or a related field desirable.

Any combination of education or experience may be substituted for the minimum qualifications.