

**Macon-Bibb County Government**  
**PLEASE POST FOR ALL APPLICANTS TO READ**

<b>POST DATES:</b> 8/24/2015 until Filled	<b>EEOC CODE:</b>	<b>CLASS CODE:</b>
<b>CLASSIFICATION TITLE:</b> Crime Analyst		
<b>WORK WEEK:</b> M - F		<b>WORK HOURS:</b> 40
<b>DEPARTMENT:</b> SHERIFF/Support Services		<b>Hourly Rate:</b> \$17.04
<b>REPORTS TO:</b> Sheriff David Davis		
<b>Replacement</b>		

**SUMMARY:**

The Crime Analyst is responsible for performing work related to environmental criminology involving the collection, collation, analysis and dissemination of criminal data to be utilized by the Police Department's managerial and operational functions. Responsibilities include identifying and analyzing methods of operation of individual criminals, provides crime pattern recognition and analysis of data from field interrogations and arrest using a Geographical Information System (Arc View) and related software.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Updates and maintains database information for standard reports, special reports and bulletins.
- Identifies information needed and compiles statistics from manual research, in-house database systems, and other system generated reports.
- Verifies accuracy of statistics by reviewing files, researching records, and working with other personnel in validation of this statistical information.
- Generates standard and special reports and bulletins and distributes to interested parties.
- Submits memorandums on service needs recognized and documented by statistical data, concerning areas identified with increased criminal activity or patterns of criminal activity and makes recommendations as to the placement of manpower or other resources.
- Develops reports as required or directed for GCIC; NCIC; other local, state or

federal law enforcement agencies; or other individuals and organizations with a legal need to know.

- Certifies authenticity of report data and testifies in court as to the methods used in compiling statistical data and accuracy of reports generated.
- Develops graphs and charts to represent statistical information and/or analysis.
- Responds to federal, state, and internal audits of report data.
- Assists law enforcement personnel by gathering information concerning area, property taken, and activity of suspects during the interview process, to query the appropriate databases to determine if other criminal activity may be attributed to a particular suspect.
- Provides statistics and documentation for accreditation requirements.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

The Crime Analyst must be knowledgeable of the following principles, procedures, and concepts:

- Skill in using word processing, spreadsheets, and database software programs.
- Skill in using computers, communications equipment, and standard office equipment.
- Ability to work harmoniously with County officials, County employees, other government employees, and the general public.
- Ability to effectively train others.
- Ability to maintain confidentiality.
- Ability to organize work and establish tracking procedures.
- Ability to read maps to determine police precincts and reporting zones.

#### **MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:**

The Crime Analyst should possess, at a minimum, an Associate's Degree in Statistics, Mathematics, Computer Science, Criminal Justice, or a related field; and two (2) years of administrative/analytical work in a law enforcement setting or related field, with exposure to spreadsheets and automated record keeping systems or one (1) year of crime analysis experience using Arc View GIS database and Windows NT; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to successfully perform the duties and responsibilities of the position.

#### **NECESSARY SPECIAL REQUIREMENTS:**

- Must pass the ADVANCED level of the Macon-Bibb County skills test.
- Possession of a valid Georgia Motor Vehicle Operator's License.
- Must be fingerprinted, pass a polygraph test and pass a background investigation.

#### **SUPERVISORY CONTROL AND RESPONSIBILITIES:**

None

#### **TRAVEL:**

The Crime Analyst is required to travel infrequently.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM  
ESSENTIAL JOB FUNCTIONS**

**LANGUAGE SKILLS:**

Ability to read and understand written materials. Ability to effectively communicate information to supervisors, co-workers, and the general public.

**MATHEMATICAL SKILLS:**

Ability to work with basic mathematical concepts such as addition, subtraction, multiplication, and division.

**COMMUNICATION SKILLS:**

Must be able to effectively communicate orally and in written form in a professional manner in order to give or exchange information, resolve problems, and/or provide service.

**REASONING ABILITY:**

Ability to interpret and understand a variety of forms, reports, manuals, regulations, and other means of instruction and guidance.

**PHYSICAL DEMANDS:**

The physical demands described here 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 functions. While performing the duties of this job, the employee is sometimes required to lift office equipment or files. Employee must be able to bend, stoop, and lift and move objects weighing up to 25 pounds.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is primarily indoors working in an office with a high level of noise, distraction and activity and a high level of conflict and stress.

1. Weapons present
2. Required to work beyond normal hours during emergencies.
3. May be exposed to adverse, hazardous, or unpleasant conditions.

If you feel you qualify for the above position, please obtain an application at our website, [www.maconbib.us](http://www.maconbib.us) or at our office located at 682 Cherry Street, Suite 400, Macon, Georgia 31201. *Please return with a resume, proof of educational history and letters of recommendation.* Applicants who are not selected to fill the position will be notified by mail or email. Position openings are to remain posted for at least seven (7) working days before the position is filled so that all applicants qualified for the position will have an opportunity to apply.

***AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER***