CLASS SPECIFICATION

CRIME ANALYST/GIS SPECIALIST I

DEFINITION

Under direct supervision, collects, analyzes and interprets 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. Creates GIS layers and maps, develops and deploys GIS web pages, and integrates and maintains GIS functionality for the Sheriff’s Office. Provides accurate and timely intelligence information for use in tactical and strategic planning; 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 with a minimum of 15 credits in computer science, information technology, cartography, geography, GIS and one year of analysis experience conducting statistical and analytical studies and problem solving using research methodology theory, statistical techniques, and calculations to include documented GIS experience using ESRI and Microsoft products 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 certificate within six months of date of hire.

Complete 40-hour Basic Intelligence course within one year of date of hire. (Go to http://www.ialeia.org/seca for a list of approved courses)

Complete 40-hour crime analysis application course within one year of date of hire.

DISTINGUISHING CHARACTERISTICS

This is the entry level in the Crime Analyst/ GIS Specialist 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/ GIS Specialist 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.)

Collect, analyze and interpret criminal intelligence data from multiple databases.

Develop tactical and strategic recommendations concerning operational deployments and investigations based on patterns and trends identified in the analysis.
Capture, analyze, store and present spatial data using Microsoft Office 7, ATAC, Arc GIS, Arc SDE and Arc Server.

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. 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.

Mapping software including ArcView, Arc GIS, Arc SDE and Arcserver 10

Computer software including word, spreadsheet email and presentation tools.

**Ability to:**

Use ArcView Arc GIS, and Arc SDE and Arcserver 10 programs in a criminal justice environment.

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

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.

**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.