

LANCASTER COUNTY CRIME ANALYST

NATURE OF WORK

This is responsible work applying principles of intelligence and crime analysis to interpret information regarding overall impact on the criminal investigative process.

Work involves intelligence gathering and distribution of information in order to conduct and assist with investigations. Work also involves data compilation and manipulation to analyze crime trends, develop predictive crime models, develop written threat assessments on crucial infrastructure and events based on intelligence; maintaining documents and statistics related to crime patterns and summarizing with analytical written reports. Work also involves the ability to work with a variety of software in order to gather information and data.

EXAMPLES OF WORK PERFORMED

Compile, maintain and manipulate databases of police reports using various computer software programs; review and troubleshoot data errors; inconsistencies, and file transfer problems.

Compile and disclose crime patterns, trends and evidence of criminal activity using various forms of data and computer systems; maintain spreadsheets, databases, and maps pertaining to crime activity.

Disseminate and assist investigators with the electronic evidence uncovered during the investigation and ensures the evidence is used to its fullest.

Utilize crime analysis techniques to detect and impact crime trends.

Coordinate investigations with investigators and provide assistance to ensure a high-quality investigation is completed.

Interpret electronic and data records for criminal violations; obtain electronic records using appropriate legal forms.

Gather information from a variety of sources in order to judge, classify, and distribute intelligence to the appropriate individuals.

Collect and preserve all evidence involved in an investigation by using proper procedures.

Perform related work as required.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Considerable knowledge of analytical and mapping software, windows programs and Microsoft outlook, Excel, and Word.

Considerable knowledge of formulas within Microsoft Excel.

Knowledge of GIS mapping software in order to plot crimes on maps.

Knowledge of cell phone analysis software.

Knowledge of link analysis software.

Knowledge regarding the elements of crimes, nature of criminal offense patterns and crime classification.

Knowledge of the geography of the county.

Ability to exercise independent judgement, prioritize projects and manage multiple requests for information.

Ability to maintain confidentiality of information.

Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major course work in computer science, research methods, statistics, criminal justice, public administration or related field and two years of experience in crime research, crime analysis, law enforcement or criminal records maintenance; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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