



## CRIME RESEARCH ANALYST

**Department:** Various  
**Job Class #:** 258900  
**Pay Range:** General 21

**FLSA Status:** Non-Exempt  
**Represented:** No  
**CSC Approved:** 11/13/01

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

**GENERAL FUNCTION:** This position is technical and operational support work for the Pierce County Sheriff's Department and Juvenile Court, including collection, tabulation, statistical analysis and dissemination of criminal activity information, trends and patterns, through a variety of reporting and communication methods.

### **ESSENTIAL FUNCTIONS:**

- Collect, interpret, analyze and prepare a variety of routine to complex statistical information.
- Utilize County and departmental management information systems, software packages, databases, word processing, and mapping programs in order to produce written, statistical, graphic and geographic reports.
- Use data results to make recommendations regarding operations and planning.
- Develop, create or design, and implement crime and/or customer surveys; interview victims or others as appropriate by telephone or other methods of communication (i.e., mailings, in person, etc.)
- Plan, organize and maintain subject matter files which may include the classifying, cross-referencing and indexing of technically specialized subject matter. Files contain overlapping categories where proper processing requires analysis of several varying factors related to the subject matter (i.e., category of crimes, patterns, locations, time and dates, victims, etc.)
- Compile and complete recurrent technical and statistical reports requiring sound judgment in the selection and treatment of data and in manner of presentation.
- Undertake specific crime data searches and/or recover information from standard and non-standard sources, and disseminate criminal activity information, its trend and patterns through a variety of reporting and communication methods.
- Develop special information user groups through the County's E-mail and Internet systems.
- Prepare and occasionally make verbal, visual or other types of presentations to staff and management teams, community agencies and citizen groups on crime issues in a problem solving environment.
- May perform lead functions such as distributing and checking work; providing technical assistance as needed, subject to approval of supervisor.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Meet the traveling requirements of the position.
- Work a flexible schedule, which may include evenings, weekends, overtime and holidays.

### **OTHER JOB FUNCTIONS:**

- Perform other job functions as assigned.

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**SUPERVISION RECEIVED AND EXERCISED:** This position works under the general supervision of the unit Lieutenant or Court Administrator or designee. This position does not supervise other employees but may lead or train the work of others.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Crime Research Analyst works in an office environment on a daily basis. Incumbents may be required to travel to meetings necessary for the completion of work and to field sites to gather data. Extended periods of attention to and concentration on complex details is required. Incumbents are required to sit at a computer and operate various computer programs, including data entry, for extended periods of time. May be required to work overtime in order to respond to urgent data needs.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing, and hearing. There is some walking, sitting, bending/stooping and pushing/pulling associated with the classification as it is currently performed.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

- General office procedures and practices.
- Software packages, databases, word processing and mapping programs. Programs currently being utilized include Microsoft - Excel, Access, PowerPoint and ESRI - ArcView mapping system, Statistical Package for the Social Sciences (SPSS).
- Statistical analysis and methods of reporting statistical information.
- Mathematics necessary to tabulate and compute statistical data for reporting purposes.

**Skill in:**

- Keyboard and computer operation necessary to input, extract and prepare data.
- Displaying and presenting statistical, graphical and other reporting methods to audiences of varying technical sophistication.

**Ability to:**

- Effectively use and operate a personal computer at an acceptable level of proficiency as required for the position.
- Proficiently use a scientific calculator for statistical analysis.
- Create and disseminate routine and specialized reports through a variety of methods.
- Use independent judgement and knowledge to determine appropriate array of data, analysis, statistical methods to be used, and to independently produce a wide variety of statistical reports.
- Collect, interpret, analyze and prepare data regarding juvenile offender and civil matters. (Juvenile Court only)
- Read and understand police reports. (Sheriff's department only)
- Extract information from a variety of databases.
- Apply basic statistical knowledge to large databases to ensure accurate analysis of information.
- Convert crime information from manual to automated systems.

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- Identify information related to crime and disorder for the purpose of suggesting creative solutions to crime problems, both conventional and unconventional.
- Communicate effectively both verbally and in writing, to audience of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Physically perform the essential functions of the classification.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.

### **SHERIFF DEPARTMENT REQUIREMENTS**

**MINIMUM REQUIREMENTS TO APPLY:** Two (2) years of college level course work in social science, behavioral science, criminal justice or related field and one (1) or more years of closely related work experience is required OR any combination of education and training that demonstrates the ability to perform the work. Formal training and certification from a recognized crime analysis program and/or other formal criminal justice/law enforcement experience is desirable. United States citizenship and the ability to read and write the English language is required by RCW 41.14.100.

**SPECIAL REQUIREMENTS:** Ability to successfully complete Pierce County Sheriff's Department background investigation, which may include a medical physical, behavioral assessment and polygraph, is required prior to hire. A valid Washington State Drivers' License may be required at time of appointment.

### **JUVENILE COURT REQUIREMENTS**

**MINIMUM REQUIREMENTS TO APPLY:** Two (2) years of college level course work in social science, behavioral science, criminal justice or related field and one (1) or more years of closely related work experience OR any equivalent combination of education, training or experience that demonstrates the ability to perform the work is required. Formal training and certification from a recognized crime analysis program is desired.

**SPECIAL REQUIREMENTS:** Ability to successfully complete a Pierce County background investigation and polygraph exam is required prior to employment. A valid Washington State driver's license is required of the position.