



## Job Description

### Crime Analyst

Pay Grade: G06

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**Employment Status:** Full-Time

**FLSA Status:** Non-exempt

**Experience Required:** Minimum two (2) years of related work experience.

**Minimum Education Requirements:** High School Diploma or G.E.D.

**Department:** Police.

**Direct Supervisor:** Varies.

**Supervisory Responsibility:** Direct (x); Indirect (x)

**Primary Work Location:** Works inside in an office setting.

**Certification:** Valid State of Florida driver's license. Florida Department of Law Enforcement Crime Analyst Certification or ability to obtain within 18 months.

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**Job Summary:** Performs analysis on various crimes, for a defined unit or area within the Fort Walton Beach Police Department. Creates reports and provides recommendations based on criminal activity analysis.

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### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Perform duties of a clerical nature and participates directly in the work of the individual(s) supported.
- Monitor crime reports, arrest data, citations, internal and external databases and other criminal related information to compile data. Analyze criminal data to identify patterns and trends for a specific area or unit.
- Prepare and distribute crime bulletins, briefings, alerts and other reports as needed.
- Set up and maintain specialized office files. File letters, reports, and related technical information in the prescribed manner. Assemble information for others use. Prepare forms and compose letters.
- Prepare periodic statistical reports. Assist in the preparation of presentations for internal and external use. May assist in the preparation of predictive reports based on historical crime data.
- Provide instruction and leads department Staff Assistants in the execution of their daily duties, as assigned.
- Perform research and retrieval of records. Conduct statistical comparisons of information. Assist in the preparation and maintenance of department records.
- Assist investigators with case development.
- Type using PC or system word processing software and processes letters, forms, reports, schedules, manuals, booklets, and related paperwork. Type information or enter into computer data containing technical terminology. Retrieve data for reports.
- Perform research and retrieval of records. Conduct statistical comparisons of information. Assist in the preparation and maintenance of department records. Complete special projects as assigned.
- Act as a liaison to other law enforcement agencies in the area.



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- Secure details of specialized information, coordinating office work and providing information regarding the services and operation of the unit.
- Open, prioritize, and process mail.
- Administer all types of programs within the department.
- Maintain software programs relating to assigned department.
- Administer staff operations related to office supplies, etc. for multiple divisions.
- Maintain strong customer service skills with information relating to Police Department operations.
- Preside over and attend a variety of relevant meetings.
- Keep appointment calendars and schedule appointments.
- Perform office management functions and coordination.
- Perform research and retrieval of records. Conduct statistical comparisons of information. Assist in the preparation and maintenance of department records.
- Perform other job duties as assigned.

### **Knowledge, Skills, and Abilities (KSA's) for Position**

An employee in this class must have the following knowledge, skills, and abilities upon application:

#### **Knowledge**

- Modern office methods, practices, and equipment.
- Modern business English, spelling and punctuation.
- Prepare documents and compose letters.
- Office practices and procedures.
- Mathematics/statistics.
- Knowledge of department and City's policies, procedures, and practices.

#### **Skills**

- Strong written and oral communications and relational skills.
- Public relations and customer service.
- Follow and relay complex oral and written instructions, policies and procedures.
- Basic math skills for budget and other financial calculations.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, Dictaphone, and copier.

#### **Abilities**

- Establish and maintain effective working relationships with employees and the public.
- Organize and prioritize work and projects.
- Access, input, and retrieve information from a computer.

#### **Physical Demands**

The work is light work which requires exerting up 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The following physical abilities are required:



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- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.

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\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

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#### Signatures / Date

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

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:  
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\_\_\_\_\_  
\_\_\_\_\_

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Employee Signature

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Date

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Supervisor Signature

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Date

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Human Resources

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Date