



CITY OF PRESCOTT  
ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY  
**CRIME STATISTICS ANALYST**

Pay Grade: 62 Pay Range: \$20.22 to \$28.30 per hour DOE/Q plus benefits  
New employees usually start at beginning level of pay range.  
FLSA Status: Non-exempt (eligible for overtime)

**Qualifications;** Bachelor's degree in criminal justice, intelligence analysis or closely related field; three years experience in statistical analysis and police reporting or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid Arizona driver's license and successfully complete comprehensive background investigation process. **Tasks:** Participates in accomplishment of organizational, departmental and workgroup goals and objectives; exhibits a service orientation toward customers and maintains productive working relationships; performs difficult statistical and analytical research involving the use of computer applications, random statistical samplings, correlation and regression analysis, and probability studies; gathers and analyzes crime data for crime pattern-detection, suspect-crime correlation, target-suspect profiles, crime forecasting and provides information regarding the effectiveness of patterns of deployment in preventing/suppressing criminal activity; researches investigative leads for criminal investigations; prepares reports on crime data and trends for monthly ACTION (Attacking Crime Trends In Our Neighborhood) meetings with Command Staff and Supervisors; collects, collates, and disseminates statistical information regarding the number of officers, departmental reports, arrests, citations, and calls for service; analyzes workload and statistical data to provide management with specific information and recommendations to assist in department planning; identifies and monitors crime trends working with crime prevention and special enforcement units to reduce crime; utilizes geocodable mapping system to track and analyze suspect and criminal activity; manipulates spatial data and creates crime maps that provide officers with visual representations of criminal activity; maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession by reading professional literature, maintaining professional affiliations and attending workshops and training sessions as appropriate; networks and coordinates information with outside agencies regarding crimes trends and series, central dissemination unit for crime and information bulletins within the department and other agencies; performs extensive research using secure local and national databases; compiles statistical information for citizens, media and businesses; modifies and writes computer queries; provides additional support for the department including research, obtaining and administrating state and federal grants; operates a computer, office equipment, automobile or other equipment as necessary to complete essential functions to include the use of word processing, spreadsheet, database, and other system software; may be required to attend meetings and/or serve on committees and performs other related assignments as required.

**Knowledge, Skill and Abilities**

**Knowledge of:** the principles and practices of modern law enforcement, including traffic control, patrol, criminal investigation, and crime prevention departmental rules and regulations and applicable federal, state, and local laws and ordinances preferred; principles and techniques of research and crime analysis; grant research, application, administration and reporting requirements, administrative practices and procedures. **Skill in:** understanding and interpreting complex laws, rules, regulations, policies, and guidelines; maintaining information libraries and databases; preparing management reports, written communications for administrative and technical purposes; oral communication in one-on-one and group situations; utilizing public relations techniques in responding to inquiries and complaints; establishing and maintaining effective working relationships with City employees, other law enforcement agencies, criminal justice staff, and public. **Ability to:** review, classify, categorize, prioritize, and/or analyze data to include exercising discretion in determining data classification and in referencing such analysis in order to establish standards for the purpose of recognizing actual or probable interactive effects and relationships; to provide guidance, assistance, and/or interpretation to others regarding processed data; utilize a wide variety of reference, descriptive, and/or advisory data and information; perform addition, subtraction, multiplication and division; calculate decimals and percentages fractions; may include discount, interest, profit and loss, ratio and proportion computations, surface areas, volumes, weights and measures; apply principles of rational systems; interpret instructions furnished in written, oral, diagrammatic, or schedule form; exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives; exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

**Physical and Visual Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. **Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. **Hearing and Speaking Ability:** sufficient to clearly, concisely and effectively communicate in person and over the telephone. Applicant must be free from mental disorders that would interfere with performance of duties as described.

**Deadline: Application must be received by 5:00 p.m. December 23, 2008**

**Send application/resume to:**

City of Prescott, Human Resources, 201 S. Cortez St., Prescott AZ 86303

Phone: 928-777-1347 928-777-1315 800-748-6205 TDD: 928-777-1100 Fax: 928-777-1213

**Email:** [personnel@cityofprescott.net](mailto:personnel@cityofprescott.net) **Visit our website at** [www.cityofprescott.net](http://www.cityofprescott.net)

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Posted: 12/3/2008