# Seminole County Sheriff's Office

## SR CRIME ANALYST

Class Spec Code: 1080
Established Date: 10/15/2020
Last Revised Date: 03/27/2023
Effective: 07/03/2023

**Salary Range**

$24.17 - $36.26 Hourly

**Bargaining Unit**

N/A

**EEO**

EEO4-Technicians

**Occupational Group**

N/A

**FLSA**

Non-Exempt

**Benefit Code**

FT BENEFITS

**Physical Class**

DTME

**Classified Service**

Yes

**General Description**

Analytical and investigative support involving the development, organization, and dissemination of information relative to crime patterns and trends in the Domestic Security Division. This is an internal transfer position only.

**Typical Duties**

*Note: Listed functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional responsibilities as deemed necessary for the operational efficiency of the Sheriff's Office.*

Leadership responsibility as point of contact when the Crime Analysis Supervisor is unavailable.

Compiles graphs, charts and other statistical information as requested by Command Staff, Communities, other departmental staff, and/or the public.  Creates a variety of reports (Public Statistics Request, Weekly Snapshot, Spatial

Analysis) as required.  Prepares crime maps as required. Prepares crime forecasts as applicable.  Enters data into various computer programs and retrieves information and runs reports.

Prepares criminal background investigations and assimilates information from multiple sources into a comprehensive package.

Assembles, compiles, and presents data and reports for Comp Stat and the Weekly Snapshot.  Assembles statistical information as required.  Collects, compiles, and distributes information from CAFÉ, CAD History, and other local databases.

Gathers information related to criminal activity and trends.  Extracts information utilizing public record sources, CJNet, and other software or data base systems as required.  Conducts Open Source inquiries, including, but not limited to, social networking sites, to assist the investigative process.  Aides in gathering information related to telephone subscriptions, wage and hour, and other investigative sources as required. Contacts outside agencies to collect additional information as needed.

Uses mapping technology to aid in the identification of high activity areas related to homeland security, criminal activity, or other investigative support. Provides maps to the Felon Registrar related to sexual offenders and predators residences, to determine whether or not they are in violation of the law or local ordinance, as required.

Prepares daily, weekly, and monthly reports to

analyze the presence of a crime series.
Report on any crime trends or patterns and disseminate information about those trends or patterns.

## Minimum Qualifications

- Five (5) years of continuous service at SCSO as a Crime Analyst
- Consideration may be given to equivalent combination of related training, education and experience
- Must have Meets Standards or higher overall on the most recent Performance Evaluation
- Must have no verbal or written reprimands within the last year to include formal corrective action plans
- The analyst must have completed at least 35 hours of approved advanced job-related training and must have an additional 80 hours of approved leadership training to be advanced to Senior Crime Analyst
- The analyst must become an approved trainer and assist Crime Analyst Supervisor(s) with assigned responsibilities
- Must have a recommendation from the Crime Analysis Supervisor
- Must possess and maintain a valid Florida Driver's License

## Knowledge, Skills, Abilities & Other

Regular and prompt attendance is mandatory in the performance of an employee's duties for this position, to include scheduled work hours, and required training activities, calls for mandatory overtime needs and calls for service during times of an emergency.

Extensive knowledge of the proper methods of intelligence information gathering. Knowledge of MS Office suite, especially Excel and Access. Knowledge of ARC GIS mapping or other similar crime and incident mapping systems.

Ability to work independently in carrying out assignments to completion.  Ability to make decisions based on factual data.  Ability to present ideas clearly and concisely, both verbally and in writing.  Ability to establish and maintain effective working relationships with co-workers and interagency personnel. Ability to work comfortably in a computer intensive environment.

### WORKING CONDITIONS

The work environment for this position is in an office atmosphere.  Work is generally performed during normal business hours, although the incumbent may be required to work any schedule that fulfills the needs of the position and may include being called in on short notice. The employee can occasionally be required to work remotely at an off-site location during special events or operations. The employee will periodically be on-call, on a regular rotation basis, subject to emergency recall with little or no advanced notice.

### PHYSICAL ATTRIBUTES REQUIREMENTS

*Mobility*   -Mostly sedentary work but some standing and walking; constant use of a computer;

*Visual*   -Constant overall vision; constant eye-hand coordination; frequent reading/close-up work;

***Emotional/Psychological*** - Frequent public contact; decision-making and concentration;

***Special Requirements*** - Ability to behave respectably and with utmost integrity even when off duty. May be required to respond for any critical incident, manmade or natural. Some assignments may require working weekends, nights, and/or occasional overtime.  Some assignments may require working remotely at an off-site location during special events or operations.  The employee will periodically be on-call, on a regular rotating basis.