LAW ENFORCEMENT ANALYST

JOB CODE: 30044	PAY GRADE: 15	PAY RANGE: $45,830 - $73,329

GENERAL DESCRIPTION

Under the direction of a Supervisor, member performs professional and technical work in conducting detailed research and analysis of confidential investigative information relating to criminal activity and any related statistical data in order to assist and enhance the effectiveness of law enforcement operations and programs. The work involves responsibility for requesting, receiving, and analyzing confidential information on specific criminal activities. Responsibilities include, but are not limited to, compiling, analyzing, and disseminating criminal activity information, coordinating the exchange of information pertaining to specific criminal activity, preparing written reports, and the evaluation of investigative information. Work is reviewed by the supervisor through observation and evaluation of results achieved.

Performs on-call duties as necessary; works extended hours, frequently beyond regular duty hours; may be required to work day or evening shift to include, weekends, holidays, and on-call situations.

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Evaluates and analyzes criminal information to assess the capabilities, intentions, and vulnerabilities of criminal activities and makes recommendations for investigative strategies.
- May conduct logistical patterns and historical footprints
- Performs detailed research of criminal investigations and intelligence documents.
- Provides daily oral and written reports depicting crime trends and high activity areas.
- Prepares oral briefings, written reports, and graphical depictions showing crime patterns and develops response recommendations.
- May compile and generate various detailed reports which are criminal in nature and support crime reduction.
- May compiles, maintain and publish detailed and complex statistical data.
- Collects data to identify specific increase in activity for various investigative disciplines.
- Supports and assists investigative components with complex criminal investigations by conducting extensive background investigations on subjects related to investigations.

- May provide courtroom testimony as required in support of investigations.
- May complete compliance-related reports and surveys to ensure statute compliance.
- Utilizes available resources to provide clear, accurate, and actionable information.
- Coordinates with internal and external partners for information sharing on identified trends, patterns, and active investigations.
- Assists in the training of unit personnel regarding analyst duties and responsibilities.
- Participates in Sheriff's Office recruitment and community relations activities as directed.
- Performs responsibilities and duties at the discretion of the Section Lieutenant.

Regular and reliable attendance is required as an essential function of the position.

This position is considered essential and, in the event of an emergency or natural disaster, will be required to report to work.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

QUALIFICATIONS

- Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Public Administration, Criminal Justice or related field, AND Two (2) years' experience in information gathering and data analysis.
- OR equivalent combination of education and experience.
- A written comprehensive practical skills assessment.
- Must possess a valid Florida driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices and techniques of analysis and information gathering from numerous data sources
- Knowledge of data research methods, concepts and techniques
- Knowledge of analytic methods and techniques, including the method of operation characteristic analysis
- Knowledge of basic statistical methods, techniques and research methodology used in data collection and report presentation
- Advanced skills in the use of a computer terminal, associated technologies, and software applications to aid in investigative analysis and in the preparation of reports

- Ability to analyze police reports, traffic crash data, court records, financial transaction records, property records, social media and other sources of information necessary for intelligence gathering
- Detail orientated, critical thinking, problem solving skills
- Interpersonal and time management skills
- Excellent verbal and written communication skills
- Ability to quickly learn and be proficient with new law enforcement, criminal justice, and civilian databases/computer systems
- Develop and maintain a good working knowledge of agency organization, components and resources
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 8 hours per day
- Stand up to 1 hour per day
- Walk up to 1 hour per day
- Occasionally lift up to 10 lbs.
- Occasionally bend or reach