EL PASO COUNTY (CO)
invites applications for the position of:

Crime Analyst

SALARY: $68,889.60 - $70,678.40 Annually

OPENING DATE: 09/12/21

CLOSING DATE: 09/26/21 05:00 PM

DEPARTMENT: Sheriff's Office

JOB TYPE: Full-Time

FLSA STATUS: Non-Exempt

JOB NUMBER: 21600

ESSENTIAL JOB FUNCTIONS:
*****Salary to be commensurate with qualifications*****

Provides the Sheriff's Office with accurate criminal information and statistical reports via proper investigative analysis regarding criminal activity, crime patterns, and identification of potential suspects. Using quantitative and qualitative methodology, researches, compiles, analyzes, and interprets statistical data from a variety of sources, including offense and arrest reports, census, economic, and demographic reports and related data. Works with outside agencies by sharing information concerning gathered data to identify criminal activity, patterns, trends, and suspects.

- Collects, collates, and analyzes data relating to crimes from case reports, supplements, and other sources. Crimes include, but not limited to, burglary, robbery, drug trafficking, gang activity, sexual assaults, criminal trespass auto, motor vehicle thefts, assaults, homicide, and domestic violence. Disseminates information about crime patterns and trends in easy to understand and succinct written reports, charts, graphs, and oral briefings.
- Performs statistical and analytical research using computer data software, random statistical sampling, correlation and regression analysis, and probability studies; analyzes and interprets information to find significant differences and similarities in the information, or in the relationship among the various pieces of information and prepares conclusions and forecasts based on data summaries.
- Studies criminal intelligence and prepares analyses to reflect contacts and associations among criminals and criminal organizations, including visual investigative analyses to depict progress of investigations; telephone analyses to show contact among criminals graphically and financial activity analyses.
- Provides criminal intelligence data to Sheriff's Office divisions on a regular basis in the most useful formats; prepares time-sensitive reports and computerized mapping on crime data and trends for police personnel to use in their daily work; maintains the integrity and confidentiality of job-specific files, records, reports, maps, and databases
- Researches complex information from criminal intelligence files, written reports, information from other law enforcement sources, and memory; prepares and maintains dossiers on targeted

criminals and/or groups; creates link, telephone, financial, and profile charts in accordance with established procedures to aid in criminal investigations.
- Collects, collates, and analyzes crime intelligence reports for content, credibility, and usefulness from a variety of sources to include Deputies, other law enforcement agencies, and informants; applies knowledge of the crime intelligence collection process, content, and the importance of the intelligence acquired in order to provide supervisors with information upon which to base policy decisions.
- Develops and presents information to line-level personnel, supervisory personnel, prosecutors, juries, and the general public.
- Serves as primary liaison with outside agency personnel for Crime Analyst related issues, committees, and task forces to include collaboration, site visits, and attending/hosting meetings.
- Collaborates with surrounding agencies regarding cases or events occurring in multiple jurisdictions.
- May participate in riding along with Deputies; attends shift briefings as requested.
- Performs other duties as required.

QUALIFICATIONS:
- Bachelor's Degree in criminal justice, criminology, sociology/social science, business, statistics, or a related field from an accredited college or university desired.
- Two years demonstrated experience within the Criminal Justice field.
- Certified Crime and Intelligence Analyst is preferred.
- Knowledge of law enforcement practices, investigative techniques, criminal law, government standards, and operations of outside agencies.
- Must be honest, truthful, trustworthy, and possess a high degree of personal integrity.
- Ability to work with and communicate effectively, verbally and in writing, with personnel, outside law enforcement agencies and the general public.
- Strong analytical skills to interpret and evaluate various methodologies and associated data.
- Must be proficient with Microsoft Office software to include Word and Excel, as well as RMS, NCIC, CCIC databases.
- Knowledge of programs such as Lumen, Behr Analytics, ArcGIS, Crystal Reports, SQL Server preferred.
- Ability to operate standard office equipment including telephone, computer, facsimile machine, and copier.
- Ability to work independently with minimal supervision.
- Must be organized and possess the ability to manage multiple tasks and reprioritize as work situations change.
- Maintain regular and punctual attendance.
- An equivalent combination of related education and experience may be substituted for the education and experience requirements above.
- Must pass background investigation, motor vehicle record check, truth verification examination, and a drug screen prior to employment.

LICENSES/CERTIFICATES:
- Must possess and maintain a valid Colorado Driver's License.

WORK CONDITIONS:
Work primarily performed in an office environment and within a detention facility. Some degree of hazard to personal safety with exposure to violent inmates and contagious disease. Some travel required; occasionally attends shift briefings and visits surrounding agencies to collaborate regarding cases or

events occurring in multiple jurisdictions.

This job announcement is not intended to be inclusive of all functions, responsibilities and qualifications associated with the position, however, representative of the essential job functions and typical criteria considered necessary to successfully perform the position.

APPLICATIONS MUST BE FILED ONLINE AT: http://www.elpasoco.com For inquiries please call: 719-520-7401.

Each applicant is considered only for the current vacancy indicated on your application. It is the responsibility of the applicant to monitor any future openings and to submit a separate application for each position. **Incomplete applications will not be considered. Any new employee and rehires must provide documentation of authorization to work as required by the Immigration Reform and Control Act of 1986 (PL99-603).**

EL PASO COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

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Crime Analyst Supplemental Questionnaire

* 1. How did you learn of this position?

- ❑ El Paso County Website
- ❑ Indeed.com
- ❑ Employee Referral
- ❑ Social Media (Twitter/Facebook)
- ❑ LinkedIn
- ❑ University/College Career Site
- ❑ Industry-specific Career Site
- ❑ Professional Membership Career Site
- ❑ Career Fair
- ❑ Other

* 2. Do you have a Bachelor's Degree in criminal justice, criminology, sociology/social science, business, statistics, or a related field from an accredited college or university?

❑ Yes ❑ No

* 3. Do you have two (2) years demonstrated experience within the Criminal Justice field?

❑ Yes ❑ No

* 4. Do you have a Crime and Intelligence Analyst Certification?

❑ Yes ❑ No

* 5. Please explain your experience as it relates to this position. If none, put N/A.

* Required Question