



## Town of Oro Valley Classification Description

Title: **CRIME ANALYST**  
Job Code: 2840  
FLSA Status: Non-Exempt

Department: Police Department  
Salary Grade: 111

### **POSITION SUMMARY:**

Under close supervision, assists the Command Staff and Detective Division within the Police Department with research and analysis of criminal information and statistics during investigation.

### **ESSENTIAL JOB FUNCTIONS:**

- A. Assists the Detective Division within the Police Department with research and analysis of criminal information and statistics during investigation.
- B. Provides information relative to crime patterns and trend correlations to assist operational and administrative personnel in planning of deployment of resources for the prevention and suppression of criminal activities.
- C. Assists in providing or locating suspects, leads, family members, business affiliations and associates for gathering information.
- D. Furnishes support data to the community and crime prevention programs.
- E. Maintains spreadsheets and flow charts to assist in budgeting, deployment and statistical analysis.
- F. Maintains intelligence files in compliance with the Department of Justice guidelines and collects information on individuals or groups of people involved in possible criminal activity.
- G. Assists other agencies with requests for information, including public source information searches and intranet secure web intelligence database searches.
- H. Attends and participates in threat assessment and task force intelligence meetings to share information and maintain contact and communications with other agencies.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of applicable Town, state and Federal statutes, rules, ordinances, codes, regulations governing investigative research.
- Knowledge of record keeping, case files and records management principles.
- Knowledge of data research and analysis methods and techniques.
- Skill in drafting and completing accurate reports and documents.
- Skill in gathering, analyzing and organizing facts and evidence.

- Skill in verbal and written communication.
- Skill in establishing and maintaining effective working relationships.

**MINIMUM QUALIFICATIONS:**

- A high school diploma or equivalent.
- Two (2) years' experience in statistical and/or investigative research; **OR** an equivalent combination of education and experience.
- Successfully complete background investigation.

**ENVIRONMENTAL FACTORS and WORKING CONDITIONS:**

- Work is performed in an indoor environment.