

THE CITY OF KNOXVILLE
CIVIL SERVICE
JOB ANNOUNCEMENT

Civil Service Department, Suite 569, City County Bldg, 400 Main Street, Knoxville, TN 37902 (865) 215-2106. Web:www.knoxvilletn.gov

9020

Crime Analyst

8/31/2016

(Entry-Level and Promotional)

Drug testing may be required

ENTRY-LEVEL SALARY: \$ 31,331 annually

PAY GRADE RANGE: \$ 31,331 -\$ 45,806 annually (Pay Grade 5)

The City of Knoxville requires as a condition of employment that all newly employed individuals, former employees that have been re-hired, or employees promoted to a new classification will receive their paychecks by way of automatic direct deposit.

Starting and promotional salaries will be determined based upon applicant qualifications and in accordance with Civil Service Merit Board Rules and Regulations.

The City of Knoxville only accepts online applications. To apply, go to <http://www.knoxvilletn.gov/jobs>. **You must complete ALL APPLICABLE SECTIONS of the application. DO NOT LEAVE SECTIONS BLANK SIMPLY BECAUSE THAT INFORMATION APPEARS ON YOUR RESUME. Doing so could result in your application being deemed incomplete.** If you need assistance submitting an application, you may visit the Civil Service office at the address listed above.

The following documents **MUST** be submitted online by **4:30 p.m. on: Monday, September 12, 2016.**

- Completed City of Knoxville Online Application
- Detailed Resume (upload and attach to your online application)
- College transcripts (If applicable – upload and attach to your online application)
- If you have questions regarding your application or need help applying, please email mbradburn@knoxvilletn.gov before the posting deadline.

JOB DESCRIPTION: Please See Attached Position Description

MINIMUM REQUIREMENTS

Unless stated otherwise, applicants must possess and/or meet the following minimum requirements prior to the application deadline.

- Current City Employees may apply, but must have completed initial Civil Service probationary period and must have received a satisfactory performance rating on their last evaluation to receive promotional preference.
- Graduation from a standard high school or equivalent.
- Applicant must possess at least two (2) years of college-level course work from a CHEA accredited college or university in Computer Science, Statistics, Information Systems, Criminal Justice, or other directly related field **OR** at least two (2) years of experience in Crime Analysis, Computer Science, Statistics, Information Systems, Criminal Justice, or other directly related field.
- Demonstrated ability to type a minimum of 25 words per minute.
- The hiring authority may give preference to candidates with additional years of experience in statistical data analysis, mapping software or who possess a directly related degree from an accredited college or university.

EXAMINATION

Applicants meeting the minimum qualifications will be scheduled for the written test (100% of final score). Categories on the test will include: Analyzing & Comprehending Charts, Graphs, and Maps; Recognizing Trends, Patterns, and Similarities; Judgment; Computers, Software, and Data Entry; Grammar, Spelling, and Punctuation; Mathematical Calculations; Working Relations; Following Instructions.

Note: Background checks will be conducted.

AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE

The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.

POSITION DESCRIPTION

City of Knoxville

Class Title: Crime Analyst	Working Title: same	PCN:
	Incumbent: vacant	Created: April 21, 2008 Updated: July 28, 2016

GENERAL DESCRIPTION

Under direction of the Crime Analysis Supervisor, this position is responsible for the collection, analysis, and dissemination of statistical information relating to crime and criminal activity. Performs complex statistical data analysis using various computer programs (databases, spreadsheets, etc.) in order to identify and compare crime trends, patterns, etc. as necessary to assist the department in suppressing crime, apprehending criminals, and directing enforcement activities. Prepares customized reports and maps as requested.

ESSENTIAL FUNCTIONS

Conduct tactical crime analyses, identifying current crime series and hot spots; prepare tactical action plans.

Review a variety of information, including crime reports and associated databases, for the purpose of finding patterns in criminal activity. Relate those patterns to crimes that are concurrently being investigated and deliver that information to those who need it.

Perform routine crime analysis duties, such as developing regular crime bulletins; conducting and presenting historical analysis on both general and specific crime and calls for service information; undertaking tactical crime analysis, and assisting with research projects.

Retrieve and analyze various crime, incident, call for service, arrest and other data generated throughout the department. Use a variety of computer software applications to retrieve and analyze data, e.g., spreadsheets, mapping and statistical software.

Develop and produce crime maps using geographic information systems (GIS) applications and conduct spatial analysis of crime data.

Make written and oral presentations, using charts and graphs, to inform police officers, investigators, and commanders of emerging or existing crime series, patterns, and trends, as well as suspect and victim profiles.

Identify citywide spatial and temporal crime patterns and trends.

Determine any assistance that could be provided to patrol or investigative units assigned to an incident including offender, victim, and MO pattern research.

Provide accurate, timely and relevant analysis of crime patterns and trends that aid in the efficient deployment of department resources and increases apprehensions and the clearance of criminal cases.

Create profiles of known offenders and arrestees and research their past crimes through multiple databases or other available sources in order to establish their MO(s).

Prepare maps, charts, and graphs indicating criminal trends and provide analysis and explanations for these trends, as well as other correlations and indicators (e.g., possible suspects responsible for increases and decreases in specific crimes).

Attend briefings, investigators and crime analyst meetings to provide and receive information on crime series and trends, wanted suspects and major cases. Share information gleaned at such meetings as relevant to department personnel for increased awareness, response planning or investigative support.

Maintain awareness of sex offenders and their MO's in order to develop potential suspect leads for current crimes.

Monitor the transfer of pawn data and routinely check pawn databases for items stolen in the jurisdiction. Routinely check on the activities of known thieves for pawn transactions that might link them to stolen property within the jurisdiction and outside agencies.

Develop rapport with outside agencies and law enforcement and legal personnel and make arrangements for case information exchange.

Identify crime series both within and outside the jurisdiction. Recommend investigative strategy and coordinate information exchange between the department and outside agencies detectives.

Forecasts criminal trends based on computer analyses of current and past criminal activity.

Work closely with both the patrol and investigation divisions to provide timely and actionable analytical products.

Perform basic clerical functions such as typing, filing, copying documents, answering telephones, etc. necessary to ensure efficient performance of assigned tasks; performs basic functions with respect to timekeeping, payroll, etc.

MARGINAL FUNCTIONS

None indicated.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to work independently, functioning effectively with minimum supervision, taking initiative based upon reviewed data in analyzing/reporting emerging crime trends/patterns.

Ability to read and interpret a broad range of complex written materials including reports, research papers, informational articles, publications, graphs, charts, etc.

Ability to recognize trends, patterns, similarities, etc, and to accurately assess the consistency and value of such information.

Ability to exercise good judgment in evaluating information and formulating appropriate communications to necessary personnel.

Ability to operate a computer with proficiency including the creation of computer programs, spreadsheets, graphics, reports, maps utilizing various computer reports, and specific law enforcement software.

Ability to compile and maintain categorically information presented in records, reports, files, etc. to facilitate comparison, analysis and accessibility.

Basic knowledge of Microsoft Office programs.

Ability to orally communicate ideas and information to individuals of diverse backgrounds in a clear, concise and courteous manner.

Knowledge of grammar, spelling and punctuation necessary to communicate ideas and information in writing in an accurate, clear and concise manner.

Ability to accurately perform a variety of mathematical calculations including rates, ratios, percentages, decimal fractions, etc. and to interpret the results.

Ability to use tact, courtesy and other principles and techniques of good interpersonal relations in dealing with others.

Ability to follow both oral and written instructions in a precise manner.

Ability to accurately type reports, bulletins and other necessary correspondence at a moderate rate of speed from both rough draft and plain copy.

Knowledge of the basic principles and procedures of data entry and retrieval, word-processing, etc.

Ability to perform general clerical activities such as sorting, filing, indexing, coding, etc.

PHYSICAL REQUIREMENTS

This position consists of primarily sedentary work, requiring the incumbent to exert up to 10 pounds of force occasionally, or a lower amount of force frequently, in order to lift/carry, push/pull or otherwise move objects. The job involves sitting most of the time, but may involve walking or standing for brief periods of time. A description of the specific physical requirements associated with this position is maintained on file in the Civil Service office for review upon request.

MENTAL REQUIREMENTS

Uses relevant principles and procedures to solve practical problems and to deal with a variety of concrete variables in situations where only limited standardization exists. A description of the specific mental requirements associated with this position is maintained on file in the Civil Service office for review upon request.

MINIMUM REQUIREMENTS

Graduation from high school or equivalent, supplemented by at least two (2) years of college-level course work from a CHEA accredited college or university in Computer Science, Statistics, Information Systems, Criminal Justice, or other directly related field **OR** at least two (2) years of experience in Crime Analysis, Computer Science, Statistics, Information Systems, Criminal Justice, or other directly related field

Demonstrated ability to type a minimum of 25 words per minute.

PREFERRED QUALIFICATIONS

The hiring authority may give preference to candidates with additional years of experience in statistical data analysis, mapping software or who possess a directly related degree from an accredited college or university.