



YUMA COUNTY

RECRUITMENT ANNOUNCEMENT

Position: Criminal Intelligence Specialist
Department: Sheriff's Office
Classification: Non-Exempt, Eligible for overtime compensation
Salary: \$28.50 - \$35.63 / hr. D.O.Q.
Grade: 14
Close: Open until filled

THE COUNTY OF YUMA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY

NATURE OF WORK: Under general supervision, performs professional work of moderate difficulty in conducting research, and performing analysis of criminal information in order to identify crime trends, patterns, and series. This position has department specific responsibility.

EXPERIENCE & EDUCATION: Associate's Degree in criminal justice, social science, computer science, quantitative analysis or related field; AND one (1) year of experience in crime and/or intelligence analysis, preferably in a law enforcement or military setting. Must obtain ACJIS and NCIC Terminal Operator Certification within six (6) months of appointment and maintain certification.

SPECIAL REQUIREMENTS: May be required to successfully complete a background check, polygraph, and drug test prior to appointment; must possess and maintain a valid driver's license.

The above information is intended to describe the general nature of this position and **is not** to be considered a complete statement of duties, responsibilities and requirements.

****NOTE****

Reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any stage of the recruitment process. Requests for accommodation must be made through the Yuma County Human Resources Department in advance of the event, or as soon as practical, so that necessary arrangements can be made (928) 373-1013 OR TDD (928) 373-1013.

Apply:
Yuma County Human Resources - 198 S. Main St., Yuma, AZ 85364
Phone: (928) 373-1013 Fax (928) 373-1153 Job Line (928) 373-6090
Website: www.yumacountyaz.gov
See Reverse Side For More Information

Criminal Intelligence Specialist

EXAMPLES OF WORK: *(Illustrative Only)* Researches, collects, analyzes, and evaluates criminal data information pertaining to property crimes, traffic incidents and related criminal activity to determine crime patterns, suspect-crime correlations, target-suspect profiles and crime forecasting; collects and compiles criminal data and statistics from various sources, to include, social media, police reports, law enforcement portals, etc., to generate detailed reports that show patterns and trends in support of law enforcement investigations; enters data, reports, or records of criminal intelligence information into database for use and reference by law enforcement personnel; prepares detailed written reports documenting criminal and non-criminal activities by creating maps, graphs, tables, charts and reports using spreadsheets, databases, link analysis, geographic information systems (GIS) and statistical software; updates information on criminal suspect activity and other periodic crime activity; presents technical and statistical matters in a clear and concise manner; determines the type of analysis to be utilized based on the information received; consults with departmental personnel to obtain additional information as needed; may assist with collaboration with officers and supervisors to develop crime prevention strategies and evaluate crime-reduction strategies; may provide recommendations for improvements in crime analysis practices and procedures; acts as a liaison with internal and external individuals/agencies to provide analytical assistance, collect and/or disseminate intelligence data, and share resource sources; receives and responds to requests for information from the public, departmental personnel, or representatives from outside agencies; may assist with the License Plate Reader (LPR) program with maintaining user accounts and equipment, to include affixing cameras and positioning LPR equipment; maintains crime analysis-related information on the Office's Law Enforcement Records Management System, LinX, and Ring Portal; attends local, state, and national training to maintain professional proficiency; analyzes property crime-related reports and queries internal databases for related data; maintains files and history related to crime statistics, analysis, and trends; conducts quality control checks of the intelligence database to ensure accuracy and integrity; may assist with retention and destruction of record keeping; may testify in court; regular and reliable attendance; performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: Yuma County policies and procedures; County, State and Federal laws, regulations and ordinances; Sheriff's Department policies and procedures; crime analyses techniques, crime mapping, and predictive analysis; statistical analysis methodologies and principles; evaluating information obtained from various sources; collecting and presenting statistical data; research and analytical techniques normally employed in the development and dissemination of intelligence information; Windows, Microsoft Office, GIS, Mac, LinX, Ring Law Enforcement Portal, and license plate reader system; data collection, statistical analysis and display; criminal justice system functions and processes; crime-related terminology.

Skills in: Skill in reviewing crime reports, extracting data, and generating computer maps and spreadsheets; methods and techniques used in researching, compiling, sorting, evaluating, theoretical, and factual criminal and offender information; distinction between crime patterns, series and trends; analytic, qualitative, and quantitative reasoning; preparing clear, comprehensive, and accurate reports; the organization of work load, setting priorities, and meeting critical deadlines; operating modern office equipment, computerized technology, and job-related software applications.

Ability to: work independently; recognize patterns and trends of criminal activity; compile, organize, analyze and interpret crime and criminal statistics; exercise sound judgment in safeguarding/disseminating confidential or sensitive information; maintain and secure accurate records and files; follow written and verbal instructions; communicate clearly, concisely and effectively both verbally and in writing; establish and maintain effective working relationships with supervisors, employees, other agencies, and the public;

Criminal Intelligence Specialist

Ability to (cont.): function calmly in under pressure situations that require a high degree of attention to detail and accuracy; prioritize work to meet established deadlines; perform the essential functions of the position with or without a reasonable amount of accommodation.

Work Environment/Physical Demands:

- Work is generally performed in an office environment, but will also be exposed to the outdoors.
- Exposure to dirt, dust, pollen, temperature extremes, and potential traffic hazards.
- Stand and sit for long periods of time.
- May work non-standard hours during an emergency.
- Ability to work with hand or battery-operated tools.
- May occasionally lift, carry, push, and/or pull objects up to 30 pounds.
- May be required to bend, stretch, stoop, reach, crawl, and climb stairs.
- Visual and muscular dexterity to operate a computer, office equipment, and a telephone.

EOE/AA/ADA/M/F/V/D
DRUG FREE WORKPLACE

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