THIS CLASSIFICATION INCLUDES PAY INCREASE OPPORTUNITIES - OUTLINED BELOW

PURPOSE OF THE CLASSIFICATION: Under general direction provides technical, analytical, and investigative assistance to police personnel to aid in the identification, investigation, and arrest of criminal offenders and conspirators; and performs other related duties as assigned.

ESSENTIAL TASKS:
- Studies current literature on research methodology and policing issues and provides appropriate recommendations for improvements in crime analysis practices
- Recommends professional training courses for the crime analysts for continuing education
- Trains personnel in division procedures, functions and processes
- Creates, builds, and maintains queries in Computer Aided Dispatch systems and dashboard in data visualization applications
- Creates strategic and administrative reports for various users
- Researches complex crime trends and patterns developing criminal profiles for offenders
- Attends regional meetings of law enforcement personnel to provide information on crime series, patterns, and methodologies
- Attends meetings with members of the TPD, criminal justice agencies and the State Intelligence Fusion Center to obtain or disseminate information
- Creates written and verbal presentations, using charts and graphs to inform internal customers of emerging or existing crime series, patterns and trends to develop suspect profiles
- May be require to testify in court
- Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:
Training and Experience: Must meet the following:

(a) Graduation from an accredited college or university with a bachelor's degree in behavioral science, statistics, mathematics, engineering, data analytics, GIS, information technology, criminal justice or a related field; **and,**

(b) Four (4) years of experience relevant to the essential tasks listed in this job description

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PAY INCREASE OPPORTUNITIES

This position is part of a progression family and is eligible for pay increase within the progression program. More information can be found here.

Knowledge, Abilities and Skills:

Substantial knowledge of:
- Principles of data collection and analysis
- Methods and techniques used in researching, compiling, sorting, evaluating, and analyzing relevant statistical information to perform crime analysis and criminal investigations
- Criminal and terrorist profiles and crime patterns
- Microsoft Office applications, GIS software, analysis software, SQL and other applicable analysis tools and software

Ability to:
- Lead the work of others
- Resolve complex and controversial technical issues, to ensure compliance with unit standards
- Effectively prepare technical reports on various subjects
- Read, analyze, interpret and evaluate research findings and recommendations
- Discreetly handle sensitive and confidential information

Skill in:
- Proofreading work to recognize errors and provide constructive feedback to others
- Research and data mining, including gathering, recording and organizing data
- Presenting data effectively both verbally and in writing
- Building and maintaining dashboards in data visualization applications
- Developing effective data collection procedures

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard, 10-key and telephone; occasional lifting, carrying, pushing and pulling up to 20 pounds; may be subject to sitting for extended periods of time, walking, standing, reaching and bending; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates:
1) Possession of a valid Oklahoma Class "D" Driver license; **and,**
2) Active membership in a relevant professional organization

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting with high noise and toxic fumes; and may have minimal exposure to narcotics.

EEO Code: N-02
Group: Clerical and Administrative
Series: Clerical and Administrative