



An Equal Opportunity Employer

## **CRIME ANALYST**

**BASE SALARY:**

**\$67,692 - \$82,284 Annually**

**\$5,641 – 6,857 Monthly**

**JOB TYPE:** Full-time

**DEPARTMENT:** Police

### **CLASS SUMMARY**

Under general supervision, performs a variety of tasks in support of the Police Department's community policing philosophy and crime prevention strategies designed to identify criminal behavior and crime trends; assists in proactive crime prevention assignments; and performs related work as assigned in various units. **Crime Analyst generally work a four 10 hour work schedule, which could be subjected to some alternative workdays and holidays.**

### **THE MONTCLAIR POLICE DEPARTMENT**

We the members of the Montclair Police Department, in collaboration with the community, are committed to providing the highest level of service and public safety to those who visit, live, and work in the City of Montclair. Through our commitment to service and duty to protect, we will maintain public trust by respecting individual rights while at all times being professional, fair, and responsive to the needs of our community. In our pursuit of justice, we do so with honor, integrity, conducting ourselves with the highest level of ethical standards.

### **ESSENTIAL JOB DUTIES**

Perform original research and statistical analysis of crime data; prepare and present reports of findings inclusive of problem-solving recommendations. Perform crime analysis by extracting and interpreting data retrieved by researching the Department computer database; format the data; utilize crime mapping/digital mapping software. Prepare and disseminate a number of monthly reports and statistical data. Develop and maintain liaison with other criminal justice personnel; attend and participate in computer user group meetings for hardware, software, crime analysis, and CLETS systems. Utilize a variety of databases and computer driven systems including crime mapping, digital imaging software, and related programs. Interact with coworkers at all levels in the organization in a collaborative and customer service-oriented manner. Maintain prompt and regular attendance. Perform all duties within the context of the City's Mission Statement and Organizational Values.

### **KNOWLEDGE AND SKILLS**

#### **QUALIFICATIONS**

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. A typical example includes:

#### **Knowledge of:**

Principles of data collection, organization of data, analysis, and dissemination techniques. Crime patterns and series. Law enforcement and court procedures. Parole and corrections records and procedures. Law enforcement databases. Behavior of individuals and groups, habit patterns, and the motivating desires of people. Basic psychology and sociology. Related laws, ordinances, and regulations.

#### **Skills/ Abilities to:**

Perform complex professional and analytical work. Operate a variety of office equipment including computers and applicable software applications, including the use of police radios, and monitoring broadcasts. Extract data and develop a variety of customized reports, charts, graphs, and maps. Identify and seek leads on criminal activity along with assisting investigators. Monitor and interpret technology such as CCTV and sensors. Analyze information and draw valid, logical conclusions. Develop data storage and retrieval systems. Prepare and present reports. Maintain accurate records. Research and present new ideas. Use correct English grammar, punctuation, and spelling. Provide liaison to other City personnel, other agencies, and the public. Deal tactfully and courteously with internal and external customers. Communicate clearly and concisely, both orally and in writing. Immediately share critical and safety related information with field units. Maintain confidentiality of sensitive and privileged information. Share and present topics both internally and externally.

### **EDUCATION AND EXPERIENCE**

- High School Diploma or G.E.D. (required).
- Accredited degree in criminal justice, public administration or closely related field (preferred).
- Crime and Intelligence Analysis Certificate Program (preferred).
- Bilingual in Spanish/ English (preferred).

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting including use of standard office equipment, including a computer; to operate a motor vehicle; to visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. May be exposed to outside weather conditions, including heat, cold, wind, rain, and other conditions. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **LICENSE**

Possession of a valid California driver's license and proof of insurability required.

### **SELECTION PROCESS**

1. **APPLICATION:** Candidates will be required to submit a City of Montclair application. Applications can be found at [www.cityofmontclair.org](http://www.cityofmontclair.org). Applications with degrees and/or certificates must be submitted to City Hall Personnel Division via email, [jobs@cityofmontclair.org](mailto:jobs@cityofmontclair.org) or by mail to City Hall, 5111 Benito Street, Montclair CA 91763.
2. **ORAL INTERVIEW:** Successful candidates will be required to participate in a standard in-person panel interview. Upon successful completion, candidates will be placed on an eligibility list for Crime Analyst.