

Class Title: Crime Information Analyst / Investigative Analyst**Summary:**

The purpose of this classification is to perform systematic, analytical and forensic work functions associated with crime intelligence, electronic discovery and correlations in order to assist personnel in planning the deployment of resources for the prevention and suppression of criminal activities, for aiding in the investigative process, and for increasing the number of apprehensions and clearance of cases. Provides ongoing analysis of technology trends to incorporate proven forensic investigative and supporting technologies into practice. Provides testimony in courts of law when needed or called for.

The following duties are normal for this classification. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Specific duties listed may not be required for all positions within this classification, but are determined by the normal requirements for the particular position.

Essential Functions:

Performs a variety of advanced and highly specialized computer forensic and electronic discovery services from digital media including digital evidence preservation, forensic analysis and data recovery. Digital media includes a wide variety of electronic data storage and transfer devices including mobile devices, computers, laptops, PDAs, and the images, spreadsheets and other types of files stored on these devices.

Advanced training of evidence collection, preservation and chain of custody rules/laws.

Performs collection, collation, research, and analysis of crime information using various databases, software programs, files and reports to evaluate and interpret crime series, patterns, and trends.

Makes presentations on crime information findings and provides recommendations to assist in the prevention, suppression, and investigation of criminal activities. Develops and generates reports, charts, maps, bulletins related to crime intelligence and police activities.

Analyzing Call Detail Records from mobile providers and plotting of towers from where calls were made

Collects, transports, receives, inventories, stores, preserves, and signs for physical/digital evidence submitted for examination and analysis.

Cooperates with federal, state, and other local law enforcement/investigating agencies and its officers or representatives when their activities are related to on-going investigations within county jurisdiction.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations and new standards in crime intelligence technology and digital media.

Maintain information sources and possess the ability to know how to obtain needed information; request telephone and other records needed for investigations, knowledge of wireless phone company's rules for use during exigent circumstances.

Maintain Computer Voice Stress Analyzer certification. Administer exams on subjects involved in current investigations and pre-employment applicants.

Maintain current National Crime Information Center certification and assist with input/removal of person and or items. Performing searches on items/people for investigative purposes.

Assists with special projects; performs clerical/office skills such as entering and retrieving data from computer, answering telephone, preparing correspondence, sending and receiving facsimiles, and making copies.

Incorporates continuous quality improvement principles in day to day activities.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Performs other related duties as required.

Minimum Qualifications:

Bachelor's degree in Criminal Justice, Statistics, Public Administration, or related field preferred; high school diploma or GED required; two years of training and/or experience in criminal intelligence and investigative analysis, and use of statistical methods; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Advanced training and hands-on experience with forensic investigations of mobile devices, systems and electronic discovery. Working knowledge and experience of securing and preservation of digital evidence.

Must possess and maintain a valid driver's license.

Minimum Requirements to Perform Essential Job Functions:

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

DATA UTILIZATION: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

HUMAN INTERACTION: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

EQUIPMENT, MACHINERY, TOOLS, AND MATERIALS UTILIZATION: Requires the ability to operate, maneuver and/or control the actions of forensic computers/equipment, tools, and/or materials used in performing essential functions.

VERBAL APTITUDE: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

MATHEMATICAL APTITUDE: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

FUNCTIONAL REASONING: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

SITUATIONAL REASONING: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

PHYSICAL ABILITY: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

SENSORY REQUIREMENTS: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

ENVIRONMENTAL FACTORS: Essential functions are regularly performed without exposure to adverse environmental conditions.