

CRIMINAL DATA TECHNICIAN

Effective Date: 7/01

Class Code: 101

Range: 540

DEFINITION:

Under supervision to perform complex clerical duties and statistical reporting which includes identifying evolving or existing crime series or patterns and researching and providing support data and to perform related work as required. This is a non-sworn position within the Sheriff's Department assigned to the Police & Civil Services Division.

ESSENTIAL JOB FUNCTIONS - ALL DIVISION ASSIGNMENTS:

Examines police and field interrogation reports, court registers and teletypes to identify, summarize and report on crime series and patterns. Creates photo identification line-up and prepares outstanding warrant information and wanted posters. Provides data support for neighborhood watch meetings, crime maps and aerial photos, evidence photos, link analysis and time line information.

Creates and maintains property crimes, reporting district and beat map data bases. Collects and maintains pawned property records. Creates and provides statistical reports. Researches stolen and found property records. Provides requested support data for special assignments. Provides reports/queries utilizing specialized software. Utilizes GIS to analyze and present data.

Types and/or hand writes and completes standard forms and reports accurately. Converts written materials into computer coding, proper formats and enters data into a specialized computer system. Performs a variety of mathematical and statistical calculations. Conducts file and record searches of computer and paper files. Alphabetizes, indexes and/or files documents in prescribed order. Maintains a standardized file system.

Prepares meeting notices; attends meetings to provide department with feedback regarding crime trends. Communicates effectively and coherently with law enforcement personnel and other county agencies. Performs routine tasks and follows written and verbal instructions.

POSITION REQUIREMENTS:

Any combination of education and experience equivalent to a high school diploma, including or supplemented by courses in clerical/business/statistics/research plus three years clerical experience.

Ability to read, comprehend, and analyze detailed reports and forms; ability to prepare complex reports; ability to use a variety of computer hardware/software to produce maps, text, tables, reports, graphs, charts and informational bulletins.

Criminal Data Technician

Page 2

Knowledge of statistical, research and data collection processes; knowledge of geographical information system; knowledge of link analysis and time line creation; knowledge of county, state and federal data bases; basic understanding of law enforcement record keeping procedures; knowledge of standard practices and procedures; ability to perform simple mathematical calculations; possess knowledge of conventions of standard written English; ability to walk short distances (25 yards or less) repeatedly; ability to twist, bend, squat, or stoop to access file cabinets; ability to reach up to 5 feet to grasp files and manuals; ability to hear and understand conversations and telephone conversations; ability to evaluate, react, and respond to situations that arise requiring independent thought; ability to prioritize work; ability to perform multiple tasks while dealing with frequent interruptions; ability to learn routine tasks, understand concepts, rules and procedures; ability to follow written and verbal instructions; possess organizational skills; possess sufficient dexterity to manipulate keyboards, operate buttons, open drawers and cabinets, file documents in file cabinets, research manuals, grasp papers; ability to communicate effectively and establish and maintain effective working relationships.

TYPICAL EMPLOYEE CHARACTERISTICS:

Adaptable
Be a good listener
Calm
Compassionate
Control emotions
Cooperative
Decisive
Diplomatic
Patient
Perform well under stress
Polite
Possess a high degree of common sense, self-initiative, honesty and integrity
Work harmoniously with fellow employees

EQUIPMENT UTILIZED (BUT NOT LIMITED TO):

Computer/Printer	Paper cutters
Scanner	Pen/pencil
Calculator	Photocopier
Fax Machine	Scissors
Hole puncher	Stapler
Telephone	