

JOB DESCRIPTION

JOB TITLE: Public Safety Intelligence Analyst
DEPARTMENT: Technical Services Division of South Sound 911
REPORTS TO: Deputy Director, Support Services
EEO category 3

SUMMARY:

As part of the South Sound 911 Technical Services Division, and under the direction of the Deputy Director, Support Services, this position is responsible for providing timely and actionable information and intelligence regarding past, present and future crimes and crime trends in Pierce County.

ESSENTIAL FUNCTIONS:

Develop suspect profiles, victim profiles, or target profiles.

Provide tactical case support including, but not limited to; developing suspect leads; locate last known addresses, vehicles, business licenses, etc. for known suspects; identifying victims and associated cases; search selected databases for stolen property.

Review crime in Pierce County and surrounding jurisdictions for the purpose of finding patterns in criminal activity.

Enter and retrieve statistical data on a computer system utilizing computer mapping systems and relational database systems.

Prepare a variety of reports such as Crime Information and Patrol Bulletins, monthly and quarterly activity summaries, department annual reports, and specific statistical/research reports which represent both numerical data and related issues and contexts.

Coordinate the information flow and work efforts among other regional analysts and numerous law enforcement agencies throughout the Puget Sound region.

QUALIFICATIONS:

A Bachelor's degree from an accredited four-year college with emphasis in math, statistics, criminal justice, behavioral science, or related field, and/or formal training and certification from a recognized crime analyst program or qualifying experience in the analysis of criminal activities may be substituted for the required education. Relevant law enforcement analytical experience may be substitute year over year for educational requirements.

Formal training and certification from a recognized crime analyst program and experience working in a law enforcement environment are desired.

REQUIRED ABILITY, KNOWLEDGE AND EXPECTATIONS:

Fluent use of the English language

Understand and follow written and verbal instructions.

Understand and interpret complex rules and procedures.

Read, interpret, explain, apply and follow applicable laws, ordinances, codes, regulations, policies and procedures.

Work appropriately with confidential material and information.

Work with speed and accuracy.

Follow safety rules and regulations.

Proficient with standard suite of Microsoft Office software and database applications, fax machine, and phone system.

Exercise a high degree of independent judgment in problem solving and decision-making related to professional human resource duties.

Communicate efficiently and effectively both orally and in writing using tact, patience and courtesy.

Maintain cooperative and effective working relationships with others.

Analyze situations quickly and adopt an effective course of action.

Organize work with many interruptions and multiple tasks to meet schedules and timelines.

Be reliable, dependable and report for work on a consistent basis.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:

A valid Washington State driver's license may be required.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit at a computer terminal, frequent walking both indoors and out; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand, stoop, or kneel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

WORKING ENVIRONMENT:

Office environment with frequent interruptions. The noise level in the work environment is usually quiet. This position will interact with employees and customers on a daily basis. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of work outside of normal scheduled hours may be required.

MACHINES/TOOLS/EQUIPMENT/WORK AIDS:

Personal computer, copy machines, telephone, fax machine, E-mail, calculators, and printers.

POTENTIAL HAZARDS:

The hazards are consistent within an office environment.

ANALYSIS OF PHYSICAL DEMANDS OF POSITION:

Activity	Percentage of time	Activity	Pounds
Standing	10% of time	Pulling & Pushing	25 lbs.
Walking	10% of time	Lifting	25lbs.
Sitting	80% of time	Carrying	25lbs.

The following abilities are required to perform the essential job functions:

Hearing	YES
Seeing	YES
Depth Perception	NO
Color Vision	NO

Seldom to occasionally the position will require the following activities: Stooping, Crouching, Crawling, Climbing, Balancing and Kneeling.

ADDITIONAL COMMENTS:

The statements herein are intended to describe the general nature and level of work performed by employee(s) in this job title. The statements are not a complete list of responsibilities, duties and skills required of employee(s) in this job title. Furthermore, the job description does not establish a contract of employment and is subject to change at the discretion of the agency.

PREPARED BY: Laura Lakowske, Recruiting Coordinator

REVIEWED BY: _____

DATE: 11/4/20

Revision date(s) _____