

## Clayton County

**Title: Police Crime Analyst**  
**Class Code: PD060**



### Purpose of Classification

Performs technical work associated with the analysis of information in order to predict trends to assist in the deployment of resources

### Essential Functions

**The following duties are normal for this position. The omission of specific statements of the 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.**

Gathers and summarizes statistics for the department; identifies patterns and trends in crime activity by collecting and reviewing data.

Enters into and retrieves data from computer systems, reviews various crime statistics and administrative reports relating to departmental activity.

Exchanges information with dispatchers, attorneys, court personnel, fire and Emergency Medical Services (EMS) personnel, and other departments and agencies.

Responds to requests for call history reports by the public; collects daily data.

Receives various forms, reports, correspondence, program specifications/documentation, time estimate worksheets, application development standards, programming standards, technical publications, manuals, reference materials, or other documentation; reviews, completes, processes, forwards, or retains as appropriate.

Completes, prepares, and/or approves a variety of forms, logs, records, reports, correspondence, and other documents.

Maintains an awareness of new products, trends, and advances in the profession; reads professional literature; attends classes, workshops, and training sessions as appropriate.

### Additional Functions

Assists with annual budget recommendations.

Maintains a comprehensive, current knowledge and awareness of applicable laws and regulations; and maintains professional affiliations.

Performs other related duties as required



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### **Minimum Qualifications**

High school diploma or GED; supplemented by two (2) years previous experience with personal computer systems, including a working knowledge of Windows operational software and applications; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Degree from an accredited college or university in computer science or related field may be substituted for experience requirements. Must possess and maintain a valid Georgia driver's license.

### **ADA Compliance**

**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, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substance.

