



## **Criminal Data Technician**

Class code: 101

Employee Group: JCSEA

Salary Range: 542

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### **I. Position Summary**

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 Criminal Investigations Division.

### **II. Examples of Essential Position Duties**

- Examines police and field interrogation reports, court registers, internet sites and law enforcement bulletins to identify, summarize and report on crime series and patterns. Creates photo identification line-up and prepares outstanding warrant information and wanted posters. Provides support to all divisions of the Sheriff's Office, to include maps and aerial photos, evidence photos, presentations, statistics, spreadsheet analysis in fraud cases, link analysis and time line information.
- Creates and maintains property crimes, reporting district and beat map data bases. Provides key intelligence, used by management to achieve the mission of the Sheriff's Office. Intelligence is provided through statistical research and reports, to include written analysis with recommendations. Provides requested support for special assignments.
- Provides reports/queries utilizing specialized software. Utilizes, trouble shoots and assists others with numerous computer programs. Uses computer programs to analyze and present data in a concise and easily understandable format. Creates large format displays of analyzed data for presentations.
- Identifies patterns in criminal activity, making suggestions to explain and counteract trends and direct patrol activities. Actively participates in planning for future changes and programs (Ex: beat boundaries, Child Abduction Recovery Team).
- Types and/or hand writes and completes standard forms and reports accurately. 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.
- Performs routine tasks and follows written and verbal instructions. Trains new personnel in office policy and procedures.
- May work rotating shifts and adjusted work schedules which include holidays and weekends; works overtime when required.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Performs other related duties as assigned.

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### **III. Minimum Requirements** *(Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions)*

- 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.
- Must be eligible for and maintain LEADS certification.
- 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.
- 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.

### **IV. Typical Employee Characteristics**

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

### **V. Equipment Utilized (but not limited to)**

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

### **VI. Licenses, Certificates and Other**

- None

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### **VII. Physical Demands** *(Performance of the essential duties of this position includes the following physical demands and/or working conditions)*

Typically requires climbing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions. Occasionally requires exerting up to 20 pounds of force to move objects. Minimum physical effort is required. Some positions require driving.

### **VIII. Working Environments**

Work is performed in an office environment and may include exposure to disruptive people.

### **IX. Additional Information**

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

Revised: 10/15