

ADMINISTRATIVE ANALYST I – CRIME ANALYSIS

This Administrative Analyst I – Crime Analysis position is a civilian/non-sworn position in the Grand Rapids Police Department. Additional duties specific to this position:

- Researches and analyzes crime data; identifies and interprets criminal activity, patterns and trends; forecasts trends to aid in staffing and deployment of police resources
- Develops statistical data resources to assist in proactive and targeted investigations, preventive enforcement, identification of criminal organizations, and identification of known and repeat offenders
- Analyze long term crime patterns and trends using probability studies and complex statistical analysis such as random samplings, correlation, and regression analysis
- Utilizes various databases and software to analyze and interpret crime data related to crime series, patterns, and suspect profiles
- Utilizes Geographic Information Systems (GIS) to produce computer-generated maps displaying crime activity
- Makes written and oral presentations using maps, charts, and graphs
- Generates various reports, bulletins, and maps identifying criminal activity, suspect information and crime trends
- Attends departmental and regional meetings to present, receive, and share crime related information; coordinates with local, state, and national fusion centers

The performance expectations for this position consist of the following:

- Knowledge of relational databases, various GIS software tools, and mapping techniques
- Knowledge of criminological theory and practice
- Skill in using various software tools (e.g. ESRI, MapInfo, ArcGIS, MS Access/Excel)
- Skill in database management, reporting software, and desktop publishing
- Skill in using network/link analysis software
- Research and presentation skills
- Analytical and problem-solving ability
- Ability to integrate and interpret complex information
- Ability to write clearly, succinctly, and comprehensively
- Ability to multi-task and establish effective working relationships
- Ability to work both independently and as a team member, making decisions requiring the use of technical judgment and discretion
- High moral character, discretion, and good judgment
- Ability to pass a comprehensive background investigation
- Have training/experience/background in crime analysis

To view the job posting and to apply for this position, visit our website at www.grcity.us/humanresources under “Job Opportunities - General Public”.