

## **CRIME ANALYST II**

**DISTINGUISHING FEATURES OF THE CLASS:** This is technical crime analysis work involving responsibility for developing and implementing systems and procedures to be used in the tracking and investigation of residential burglaries and analyzing and monitoring other crimes committed in Rockland County. The work includes securing Federal, State and local grants to fund the Sheriff's initiatives and programs, especially as they pertain to the analysis of evidence (e.g. voice stress analyzers, computer mapping stations, crime tracking technology). This title is distinguished from that of Crime Analyst I in the exercise of independent judgment and the complexity of assignments. The work is performed under the general supervision of the Rockland County Sheriff and in accordance with applicable guidelines. Work direction (e.g. lead work) may be provided to others. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Collects, analyzes and tracks data regarding residential burglaries and analyzes and monitors other crime patterns, as assigned;  
Develops procedures and compiles, analyzes and tracks data regarding precious metals transactions being handled by local dealers;  
Gathers, organizes and analyzes information from a variety of sources about victims, offenders, crime scene factors, etc.;  
Researches funding sources and prepares applications for grant funding for programs and services (e.g. to purchase devices used in the analysis of evidence and the tracking of crime and homeland security initiatives);  
Acts as liaison with County employees and officials, community and civic organizations to exchange information and coordinate projects;  
Prepares written presentations and/or develops programs to gain community support regarding Sheriff Department initiatives (e.g. community and homeland security, Buckle Up New York), as assigned by the Sheriff;  
Uses computer applications or other automated systems (e.g. spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;  
Prepares a variety of reports required by government agencies, funding sources, etc.;  
Completes special projects and directly assists the Sheriff with confidential matters, as assigned;  
May perform clerical and/or secretarial duties, as needed, in support of the Sheriff's programs.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of methods of collection and analysis of data relating to criminal activities, especially as they pertain to local crimes; ability to analyze and evaluate investigative reports, especially with respect to residential burglary; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relationships with others; ability to interpret policies and guidelines applicable to grant applications; ability to use computer applications such as word processing, e-mail, calendar and database software\*; ability to prepare reports; ability to collect and track crime-related data.

### **MINIMUM QUALIFICATIONS:**

1. A Bachelor's degree and two (2) years of non-clerical experience in a law-enforcement agency;  
or
2. An Associate's degree and four (4) years of non-clerical experience in a law-enforcement agency.

(over)

**SPECIAL REQUIREMENT:** At the time of appointment, the candidate must possess proof of certification as a Crime Analyst Level 1 as approved by the New York State Municipal Police Training Council. The appointing authority shall be responsible for gathering such proof at the time of the candidate's appointment.

\*To be demonstrated during the probationary period.