

CRIME ANALYST II

DISTINGUISHING FEATURES OF THE CLASS: This is technical crime analysis work involving responsibility for designing and executing systems and protocols for tracking and investigating residential burglaries, as well as monitoring other crimes committed in Rockland County. The work includes obtaining funding through Federal, State and local grants to support the Sheriff's Office programs and initiatives, especially as they relate to evidence analysis such as voice stress technology, digital computer mapping and crime tracking technology. The work is performed under the general supervision of a higher-level uniformed officer and in accordance with applicable guidelines. Work guidance (e.g., lead work) may be provided to others. Does related work as required.

TYPICAL WORK ACTIVITIES:

Collects, evaluates and maintains data on residential burglaries and analyzes and monitors additional crime trends;

Develops procedures and compiles, analyzes and tracks data related to precious metals transactions conducted by local dealers;

Compiles and analyzes information from multiple sources concerning victims, offenders, crime scene factors, etc.;

Researches potential funding opportunities and prepares grant applications to support programs and services such as acquiring tools for evidence analysis, crime tracking technologies and homeland security initiatives;

Serves as a liaison between County personnel, elected officials and community and civic organizations to facilitate information and coordinate collaborative initiatives;

Creates written presentations and designs outreach to enhance public engagement and support for Sheriff office initiatives, including community safety, homeland security and campaigns like "Buckle Up New York", as directed by the Sheriff;

Uses computer applications or other automated systems (e.g., spreadsheets, word processing, calendar, e-mail and database software when performing work assignments);

Prepares a variety of reports to meet the requirements of government agencies, grant providers and other relevant stakeholders;

Handles special assignments and provides direct support to the Sheriff on sensitive and 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 data collection and analysis methodologies related to criminal activities, especially as they pertain to patterns and trends in local crimes; ability to analyze and evaluate investigative reports, especially as they pertain 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 or higher and two (2) years of non-clerical paid work experience in a law-enforcement agency; or
2. An Associate's degree or equivalent college credits (a minimum of sixty (60) credits) and four (4) years of non-clerical paid work 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.

R.C.D.P. (08.18.2022) 08.22.2025
Competitive

02.12.2026 New York State Civil Service approved Non-competitive title in the NY HELPS Program.