**THIS CLASSIFICATION INCLUDES PAY INCREASE OPPORTUNITIES - OUTLINED BELOW**

PURPOSE OF THE CLASSIFICATION: Under general supervision, provides technical, analytical, and investigative assistance to police personnel to aid in the identification, investigation, and arrest of criminal offenders; and performs other related duties as assigned.

ESSENTIAL TASKS:
- Develops and produces crime maps using Geographic Information Systems (GIS) applications
- Conducts spatial analysis of crime data, preparing a variety of mapping products, various charts, graphs, and reports for presentation
- Assists specialized units in ongoing investigations by providing research, social network and telephone analysis to assist in identifying and locating active criminal groups and individuals
- Establishes and maintains liaison activity with external customer ensuring effective exchange of criminal intelligence information
- Maintains awareness of new developments in the field of crime analysis incorporating new developments as appropriate
- Responsible for research and analysis of law enforcement data, identification and interpretation of criminal activity, patterns, and trends, forecasting trends and potential criminal activity
- Researches and analyzes statistical information, preparing linkage charts with criminal and terrorist associations and organizations, commodity flow, events, and net worth assessments, identifying patterns and trends for presentation
- Prepares reports indicating or supporting the probability of criminal and terrorist activity using various resources
- Creates automated files and databases for use in originating reports, spreadsheets, and maps for information management functions and distribution
- May be required to testify in court
- Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:
Training and Experience: Must meet the following criteria:

(a) Graduation from an accredited college or university with a bachelor’s degree in behavioral science, statistics, mathematics, engineering, data analytics, GIS, information technology, criminal justice or a related field and,
(b) Three (3) years of experience in specialized research and analysis relevant to the essential tasks listed in this job description

PAY INCREASE OPPORTUNITIES

This position is part of a progression family and is eligible for pay increase within the progression program. More information can be found here.
Knowledge, Abilities and Skills:

Knowledge of:
- Applied knowledge of methods and techniques used in researching, compiling, sorting, evaluating, and analyzing relevant statistical information to perform crime analysis and criminal investigations
- Applied knowledge of criminal and terrorist profiles and crime patterns
- Applied knowledge of principles of technical and professional writing standards, rules, and techniques
- Applied knowledge of Microsoft and Adobe applications
- Preferred knowledge in GIS and analysis software
- Applied knowledge of Federal Regulations applicable to Criminal Intelligence Systems

Ability to:
- Utilize inductive reasoning to develop a hypothesis
- Prepare technical reports effectively
- Discreetly handle sensitive and confidential information
- Understand and influence the behavior of internal and external customers in order to achieve job objectives and cause action or understanding
- Recognize criminal or public nuisance trends and emerging threats

Skill in:
- Public speaking
- Critical thinking and problem solving
- Gathering, recording, and organizing data

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard, 10-key and telephone; occasional lifting, carrying, pushing and pulling up to 20 pounds; may be subject to sitting for extended periods of time, walking, standing, reaching and bending; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates:
1) Possession of a valid Oklahoma Class “D” Driver license; and,
2) Demonstrate pursuit of membership in a relevant professional organization within six (6) months of date of hire
3) Actively working on certification in one of the fields listed in item (a) preferred

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting with high noise and toxic fumes; and may have minimal exposure to narcotics.

EEO Code: N-02
Group: Clerical and Administrative
Series: Clerical and Administrative