



**Michael C. O'Malley**  
Cuyahoga County Prosecutor

## **JOB POSTING**

<b>Job Title:</b>	Crime Analyst III	<b>Salary:</b>	\$56,919 - \$66,880
<b>Division:</b>	Criminal (Crime Strategies Unit)	<b>Reports to:</b>	Unit Supervisor
<b>Location:</b>	The Justice Center 1200 Ontario Street – 9 <sup>th</sup> floor Cleveland, Ohio 44113	<b>Hours:</b>	8:30 AM – 4:30 PM Monday - Friday <i>(variable shift &amp; hours)</i>

### **MINIMUM REQUIREMENTS:**

Bachelor's degree in Criminal Justice, Public Policy, Criminology, or related field with five (5) years criminal justice experience including two (2) years as a Crime Analyst II; or an equivalent combination of education, training, and experience.

Preferred proficiency with analytical software (e.g. ArcGIS, i2, CellHawk), working knowledge for writing code (e.g. Python, SQL script), advanced proficiency in Microsoft Office (e.g. Microsoft Word, Excel including Power Pivot, Access, PowerPoint, OneNote), and working knowledge of BI tools such as Tableau or Power BI.

### **FUNCTION:**

The purpose of this classification is to perform and manage specialized and complex projects related to crime analysis, case intake, and provide support to other divisions within the Prosecutor's Office, other County departments, police, and other criminal justice agencies. This classification collects, analyzes, and disseminates accurate and timely crime statistics and other information to assist departmental personnel in the performance of their duties.

### **RESPONSIBILITIES:**

- Manages special projects related to crime analysis; collects and analyzes crime data; prepares reports, computerized crime maps, charts, and graphs; presents data and findings to agencies; coordinates and assists with training; personally performs the more complex, difficult, and sensitive work of the Crime Strategies Unit.
- Plans, organizes, and directs professional, technical, and clerical personnel in performing crime analysis activities while applying sound supervisory principles and techniques in building and maintaining an effective work force. Performs related administrative duties; researches current best practices in crime analysis and workforce development; learns new methods and software for advanced crime analytics; attends appropriate trainings and meetings, as assigned.
- Provides support to other divisions of the Prosecutor's Office and other County departments with crime analysis; provides analytical and geographical mapping support; coordinates with IT

Department and maintains databases related to crime data collection and analysis. Works on designated projects with outside law enforcement agencies in utilizing crime analysis, data analysis, and crime mapping.

- Develops and maintains effective working relationships of assigned staff and consultants (e.g. prioritizes, reviews, and effectively communicates with management and staff to review work requirements, status, and problems; assists staff with complex or problem situations; and responds to employee issues and concerns).
- Supervises work of Crime Analysts I and II as well as undergraduate and graduate level interns and/or student shadows
- Performs all other duties assigned, delegated or required of the Crime Analyst III as well as those prescribed by law.

#### **EXPERIENCE AND SKILLS:**

- Requires the ability to perform advanced level of data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including reports, agendas and other records for crime analysis capability.
- Ability to comprehend a variety of reference books and manuals including federal laws, state laws, and Personnel Policies and Procedures Manual.
- Ability to prepare correspondence, crime maps, strategic planning reports, crime analysis charts and graphs, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to counsel and advise police agencies and other County departments, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret criminal justice and crime analysis terminology and language as well as summarize police/law enforcement reports.
- Ability to communicate with interns, co-workers, supervisors, the public, attorneys, police officers, consultants, sales representatives, US Attorney's Office.
- Must possess qualities of fairness, a strong work ethic, have the highest integrity; and must also maintain the confidentiality of law enforcement and investigatory records and other confidential information;
- Must be able to conduct business in accordance with federal statutes and guidelines, the Ohio Revised Code, and the Ohio Administrative Code.

#### **APPLICATION PROCEDURE:**

Upload a letter of interest including your e-mail address, resume, and three professional references **via the online application process at: <http://prosecutor.applicantstack.com/x/openings>**

**All materials must arrive no later than 8:30 a.m. on July 13, 2020**

Reasonable accommodation is available to all employees and applicants. If you have a disability that needs to be accommodated, please contact the Human Resources Department.

Equal Opportunity Employer; Smoke-free and Drug-free Workplace  
Visit our website: <http://prosecutor.cuyahogacounty.us/>

Posted: 6/26/2020