



**OPEN ENTRY LEVEL  
SHERIFF'S CRIME INFORMATION ANALYST  
SPOKANE COUNTY CIVIL SERVICE COMMISSION**



**CLOSING DATE:** Friday, January 20, 2012 at 4:30 p.m.

**SALARY RANGE:** \$3827.74 - \$5164.96 / mo & benefits

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**NOTE:** Applications will be screened for minimum qualifications. Test confirmation letters will be mailed/mailed January 25, 2012. Successful applicant will be filling a grant-funded position. Funding expires June, 2013. This grant is renewable on an annual basis. Position will be filled as long as funding is renewed.

**Testing Weights:**

Written: 40%                      Oral Board 60%

**APPLICATION PACKETS**

Submit the following documents to Civil Service when filing:

- Civil Service Application packet
- Professional biography in **first person narrative** format: two-pages, Times New Roman 12 pt. font, double-spaced. (Resume style will not be accepted.)
- Sealed official high school and college transcripts
- Copies of all training records applicable to position
- DD-214, if applicable (copy)
- Current driver's license (copy)
- Birth certificate (state issued copy, not hospital)
- Social security card (copy)
- **Non-refundable \$15.00 processing fee (check or money order payable to SCCSC; no cash will be accepted).**

**Application packets without the attached documents listed above will be considered incomplete and will not be accepted.**

**MINIMUM REQUIREMENTS:**

U.S. citizen able to read and write the English language. Associate's degree from an accredited college or university in Criminal Justice, Business Administration, Public Administration, Computer Science or a related field with two years of related work experience, **OR** Bachelor's degree from an accredited college or university in Criminal Justice, Business Administration, Public Administration, Computer Science or related field, **OR** four years of closely related work experience.

**DESIRABLE QUALIFICATIONS:**

Minimum of two (2) years of full-time experience analyzing statistics and information for a law enforcement agency preferred. Certification as a Certified Law Enforcement Analyst through the International Association of Crime Analysts (IACA), or International Association of Law

Application Review: January 25, 2012  
Written Test: February 10, 2012 @ 9:00 a.m.  
Oral Board: February 24, 2012

Enforcement Intelligence Analysts (IALEIA) Certification preferred. Proficient with all Microsoft Office Pro products.

**REQUIRED LICENSE:**

Must possess a valid driver's license from state of residence at the time of appointment and throughout employment.

**EXAMPLES OF DUTIES: (but not limited to)**

Conduct research and collect, compile, and analyze information from appropriate sources on specialized topics related to law enforcement; prepare comprehensive technical and analytical reports and records; present and interpret data and identify solutions and proposals on issues facing law enforcement; research methodologies in collecting data pertaining to criminal activities.

Research, evaluate, and identify crime patterns and trends; reports findings as directed.

Use Structured Query Language (SQL) and ad hoc reporting tools (such as Crystal Reports) to collect, process, and obtain data such as burglary and robbery reports, thefts from motor vehicle reports, and stolen motor vehicle reports; utilize criminal justice information systems to input and retrieve information (including, NCIC, WACIC, RMS, CAD, Application Xtender, Xpediter, Coplink, LinX, RISS, WSIN).

Use data collected from arrest reports to identify trends on crimes in surrounding neighborhoods and businesses to build cases.

Track crime trends, plots maps of the trends, and prepare statistical and analytical reports on reported crimes.

Plan, organize, and conduct reviews and studies in criminal information, conduct, research and collect, compile, and analyze information from various sources.

Prepare reports, link charts, association matrices, criminal information bulletins, and graphic presentations of statistical data; present findings to law enforcement personnel.

Analyze raw data from numerous sources and develop into it into usable tactical and strategic planning concerning individuals and trends.

Performs other related duties as required.

SPOKANE COUNTY CIVIL SERVICE COMMISSION  
1229 WEST MALLON, SPOKANE, WA 99260-0230  
Phone: (509) 477-4711  
[www.spokanecounty.org/sheriff](http://www.spokanecounty.org/sheriff)  
EQUAL OPPORTUNITY EMPLOYER

**PHYSICAL REQUIREMENTS:**

Vision sufficient to read rules, regulations, policies, procedures, computer screens, and computer printouts with no color deficiencies.

Hearing sufficient to hear conversations in person and over the telephone.

Speech sufficient to make oneself heard and understood in person, in front of groups, in meetings, and over the telephone.

Mobility sufficient to safely move around in an office environment, and travel to other locations to attend meetings.

Strength sufficient to safely lift and carry routine office supplies up to 50 lbs. occasionally.

Dexterity sufficient to safely operate office equipment including computers and laptops.

Endurance sufficient to maintain efficiency throughout the entire shift and perform during extended hours as required.

**SELECTION FACTORS:**

**Knowledge of:**

- Investigative theory and practices.
- Principles and practices of statistical analysis.
- Pertinent federal, state, and local laws, codes, and regulations pertaining to open records and the dissemination of information.
- Research and analytical techniques used in the extraction and presentation of crime data, and the development and dissemination of data.
- Methods and techniques used to present statistical data, preparing reports, link charts, association matrices, criminal information bulletins, and graphics.
- Operation and use of criminal justice information systems, and computer hardware and software used for records maintenance and performing routine office functions.

- Relational Database Systems theory and operation, Including SQL, and data mapping
- Using ESRI tools.
- Law enforcement policy and procedures.

**Ability to:**

- Enter data into computer systems accurately and correctly, and retrieve data from criminal justice information systems.
- Analyze and evaluate crime data and make recommendations. Identify crime patterns.
- Develop efficient, cost effective information systems applications from existing systems or by creating new ones.
- Compile statistical data and prepare clear, concise, and accurate reports.
- Conduct research and data analysis.
- Prepare reports, training materials, and manuals.
- Effectively train law enforcement personnel on crime analysis and automated computer reports.
- Communicate effectively both verbally and in writing.
- Read, understand, explain and interpret federal, state, and local regulations pertaining to laws and rules.
- Work independently and organize and prioritize work.
- Utilize office computers and related software for written communications, analysis, and presentations.

**Skilled In:**

- Principles and practices of statistical analysis and making appropriate recommendations.
- Research and analytical techniques used in the extraction and presentation of information in clear, concise and accurate reports
- The operation and use of information systems, computer hardware and software including all Microsoft Office Pro products.
- Communicating effectively both verbally and in writing.

**All information submitted in the application and in any attachments or supporting documents must be true, correct, and complete. Providing false or incomplete statements will be justification for termination or refusal of employment. All application materials are due by 4:30 p.m. on the close date. POSTMARKS WILL NOT BE ACCEPTED.**

By order of the Spokane County Civil Service Commission dated at Spokane, Washington this 23rd day of November, 2011.

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Yvonne Lopez-Morton, Chair

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Nancy J. Paladino, Chief Examiner

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