



# Crime Analyst

## Job Description

Department: Sheriff  
Position: Career Service  
Grade: 720  
Supervisory: No  
Reports to: Crime Analyst Supervisor

### Summary

Under the supervision of the Crime Analyst Supervisor, serves as the Utah County Sheriff's Office Assistant Terminal Agency Coordinator. Incumbents assist with the use of the Criminal Justice Information System (CJIS) data within the Sheriff's Office and compile, disseminate, and submit criminal statistical data and incident-based reports. Incumbents serving in this classification perform specialized call taking and dispatching duties during emergencies and drills that require operation of the Emergency Operation Center (EOC).

### Essential Functions

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

1. Serve as assistant Terminal Agency Coordinator (TAC); assist with training and testing for department operators who access the Utah Criminal Justice Information System (UCJIS) files and related databases; ensure compliance with Bureau of Criminal Investigation (BCI) requirements; ensure records are disseminated in accordance with Right of Access Regulations.
2. Maintain department manuals, including those related to BCI operations, terminal operators, National Crime Information Center (NCIC) code, NCIC operations, and dispatch training records and documents; coordinate with supervisor, as needed.
3. Conduct monthly validation for all records entered in the NCIC database before automatic purge date.
4. Gather, compile, and disseminate data related to calls for service and crimes committed; prepare charts, graphs, maps, and written reports of specific crimes; utilize specific variables to enhance directed patrol and investigative activity; sort, code, and file records of arrest and incident.
5. Monitor and maintain the storage and retrieval of data; establish and maintain systematic, cross-referenced records, database files, and related systems; network with other agency intelligence units and facilitate the exchange of information, as needed.
6. Prepare required reports and records; provide accurate statistical information for filing National Incident Based Reporting (NIBR) crime reports with state and federal agencies.

### For Office Use Only

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Job Title: Crime Analyst  
FLSA: Non-Exempt  
Effective Date: 5/25/2023  
Public Safety: No

Worker's Compensation: County  
Background Level: Civilian  
Safety Sensitive: Yes  
DOT: No  
ML: Individual Contributor

7. Maintain an accurate database featuring the most up-to-date demographic information utilizing the Spillman software system; stay current on the usage and features of the software.
8. Perform call taking and dispatching duties when the EOC and/or the Mobile Agency Command Center (MACC) are in use; log, track, and route National Incident Management System (NIMS) messages in the appropriate database; dispatch and track search and rescue and other personnel assigned to emergencies, when applicable.

### **Knowledge, Skills, and Abilities**

- Knowledge of standard office practices
- Knowledge of proper grammar, spelling, and punctuation
- Knowledge of Sheriff's Office Policies and Procedures
- Knowledge of emergency dispatch procedures
- Knowledge of regulations regarding various law enforcement systems and data bases including, but not limited to:
  - Spillman Computer-Aided Dispatch (CAD)
  - UCJIS
  - NCIC
  - BCI
- Skilled in conducting research and presenting findings
- Skilled in reading, writing, and intermediate math
- Skilled in operating standard office equipment
- Skilled in using radios and CAD equipment
- Skilled in word processing and data entry
- Ability to distill relevant and useful elements from vast amounts of information
- Ability to maintain cooperative working relationships with those contacted in the course of activities
- Ability to rapidly prioritize emergency and non-emergency situations and remain professional in emotionally charged situations
- Ability to quickly shift focus and adapt to changing priorities
- Ability to communicate effectively both verbally and in writing
- Ability to type accurately and at an acceptable rate, based on job duties

### **Supervisory Responsibility**

This position has no direct supervisory responsibility but does provide training and serve as a coach and mentor for other positions in the department.

### **Work Environment**

This job typically operates in a professional office environment and routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. Work is also performed in the Emergency Operations Center (EOC), which may expose the incumbent to

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increased noise and to highly stressful situations affecting the safety and lives of others. The noise level in the work environment is usually moderate. Incumbents may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between colors. The employee is required to type, file, and lift supplies up to twenty-five (25) pounds. The employee occasionally drives a motor vehicle.

### **Position Type/ Expected Hours of Work**

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand. Work in the EOC during an emergency may require working for extended hours with little notice.

### **Required Education and Experience**

1. High school diploma or equivalent.
2. Three (3) years of law enforcement related work experience in crime analysis, records, dispatch, or a similar field.

### **Preferred Education and Experience**

1. Preference may be given to applicants who have a documented typing speed at or above the rate of forty (40) WPM net.

### **Additional Eligibility Qualifications**

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Applicants must possess and thereafter maintain BCI certification.
3. Selected applicants will be required to submit to a pre-employment drug screen and background check.

### **AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

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**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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