



NOTICE OF JOB OPENING

Department Name:

Sheriff's Office

Position Title:

Administrative Data Analyst

Position Summary:

Researches and analyzes law enforcement data, identifies and interprets criminal activity, patterns, and trends, and forecasts trends to aid in staffing and deployment of police personnel for the prevention and suppression of criminal activities, aiding in the investigative process and providing timely information, which increases apprehension of offenders and clearance of cases.

Analyzes complex law enforcement data, crime trends and patterns, surveys, statistical analysis, and data integrity and reports statistics to police personnel, public, government agencies and other institutions.

Supports overall Department mission to provide a safe and secure environment for the community, while aiding in transparency with the community on statistical data of interest.

Conducts all source research and performs analysis of criminal information received by the Investigative Division within the Sheriff's Department relating to criminal activities and relationships. Reads, writes reports, analyzes data, and develops hypothetical links between criminals and crime groups. Plans future enforcement or other legal action based off of reports and charts.

Maintains various official investigative records and logs, including arrest documents, case incident reports, and case assignments and their status. Copies and sends documents to appropriate courts and agencies as required.

Prepares correspondence, memorandums, reports, and related document for department personnel as required. Performs information searches and provides copies of documents upon request. Establishes, maintains, and ensures the safety of various files and reports, such as crime statistics and UCR report files.

Answers multi-line telephone, determines nature of call, responds to inquiries, and/or routes caller to appropriate person, department, agency, or voice mail.

Utilizes various databases and programs, including TLO, Intelmate, Crime Stoppers, Odyssey, IDACS, Offender Watch, and the general investigative email address to aid in the investigative process.

Testifies in court / legal proceedings as required.

<p>Position Summary Cont.</p>	<p>Assists deputy officers and all other law enforcement personnel with requests and questions.</p> <p>Prepares and submits various reports, including officer activity reports. Prepares a variety of paperwork and correspondence, including monthly and annual status reports.</p> <p>Transcribes as directed and enters pertinent information regarding police operations into department computer, including case reports, dispositions, and field contacts. Maintains, processes, transcribes and disposes of interview statement audio/video recordings for department.</p> <p>Processes various IDACS/NCIC transactions, including criminal history checks, message switching between agencies, entry of wanted persons and sex offenders, and protection orders and wanted/stolen items.</p> <p>Completes incident reports. Occasionally attends training programs for certification in specialized law enforcement areas as assigned or required.</p> <p>Assists in training personnel.</p> <p>Performs all other related duties as assigned by the Sheriff, or their designee.</p>
<p>Qualifications:</p>	<p>Associate's degree in related field or equivalent combination of education and experience. Experience in data analysis, research methods, theory, and statistics in a law enforcement capacity preferred.</p> <p>Must be at least 21 years of age.</p> <p>Possession of or ability to obtain certification in IDACS/NCIC.</p> <p>Thorough knowledge of and ability to use relational database and spreadsheet applications including Access and Excel, and knowledge of computer data systems, statistical analysis, and mapping software programs. Thorough knowledge of and ability to make practical application of the customary practices, procedures, rules and regulations of the Sheriff's Department and all related federal, state, and local ordinances.</p> <p>Working knowledge of standard English grammar, spelling and punctuation and ability to prepare a variety of legal forms and documents and written reports as required.</p> <p>Knowledge of police and courtroom procedures and policies.</p> <p>Ability to analyze data, develop and deliver presentations, write reports, research and work independently, think objectively, have good interpersonal skills, and exhibit sound and accurate judgement.</p> <p>Ability to conduct complex statistical and analytical studies with ability to collect, conceptualize, analyze, interpret and prepare police data and utilize data to evaluate police deployment, responses, and problem-solving efforts.</p> <p>Ability to operate standard office equipment, including computer, printer, copier, typewriter, telephone, transcriber, scanner, fax machine, label printer, and laminator.</p>

<p>Qualifications Cont.</p>	<p>Ability to effectively communicate orally and in writing with co-workers, other County departments, law enforcement and legal/criminal justice system personnel, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.</p> <p>Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.</p> <p>Ability to file, post, mail materials, and maintain accurate and organized records.</p> <p>Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.</p> <p>Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.</p> <p>Ability to work alone with minimum supervision and with others in a team environment.</p> <p>Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.</p> <p>Ability to understand, memorize, retain, and carry out written or oral instructions.</p> <p>Ability to work extended hours, evenings, and weekends and travel out of town for training, sometimes overnight.</p> <p>Possession of a valid Indiana driver's license and demonstrated safe driving record.</p>
<p>Salary:</p>	<p>Full time. 40 hours/week Minimum starting salary: \$44,283. Maximum starting salary based on years of service with Monroe County Government: \$50,606.</p>
<p>Deadline for Application:</p>	<p>4:00 P.M. Friday, August 6th, 2021 Applications can be picked up at the Monroe County Sheriff's Office or online at www.monroecountysheriffsoffice.us</p>
<p>Submit Application to:</p>	<p>Captain Ryan Davis Monroe County Sheriff's Office 301 N. College Avenue Bloomington, IN 47404</p>

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