



## 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.

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.

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.

Prepares and submits various reports, including officer activity reports. Prepares a variety of paperwork and correspondence, including monthly and annual status reports.

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.

Must be at least 21 years of age.

Possession of or ability to obtain certification in IDACS/NCIC.

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.

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.

**Salary:** Full time. 40 hours/week. Starting salary: \$44,845.

**Deadline:** Position open until filled.  
Applications can be picked up at the Monroe County Sheriff's Office or online at [www.monroecountysheriffsoffice.us](http://www.monroecountysheriffsoffice.us)

**Submit Application to:** Captain Randy Jacobs  
Monroe County Sheriff's Office  
301 N College Avenue  
Bloomington, IN 47404

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