



Crime Analyst

2013 SALARY RANGE: \$4,392 - \$5,346/month

CLOSING DATE: February 1, 2013

GENERAL SUMMARY:

Performing specific work in the Thurston County Sheriff's Office, the Crime Analyst gathers and analyzes crime data for crime pattern detection; performs crime mapping; creates suspect-crime correlations, target-suspect profiles, and crime forecasting; prepares reports on crime data and trends for law enforcement personnel; and tracks and prepares reports on Thurston County Sheriff's Office performance measures; makes presentations to TCSO personnel, members of the community and outside agencies.

Performs duties as an all-source intelligence analyst with responsibility for collecting, interpreting, analyzing, and processing raw data and information from multiple sources, disciplines, and agencies. Establishes and maintains systematic, cross-referenced intelligence files and folders. Receives and processes incoming raw data and information for reliability, validity, content appropriateness, and relevant substance. Writes, collates, and disseminates intelligence reports, intelligence briefs, and periodic assessments. Integrates incoming information with current intelligence knowledge base and identifies gaps or changes. Researches, reviews, interprets, and integrates a variety of finished and unfinished intelligence into a structured, multi-layered analytical product enhancing the TCSO's situational awareness and understanding of contemporary and emerging crime activities against local jurisdictions, services, and the community at large. Receives records, evaluates, interprets, and disseminates time-sensitive information.

MINIMUM REQUIREMENTS:

- Must be at least 21 years of age at time of appointment.
- Pursuant to RCW 41.14.100, must be a US citizen and be able to speak, read, and write the English language.
- Must possess a High School Diploma or GED.
- Must possess a Bachelor's degree in Intelligence, Behavioral Science, Criminal Justice, Statistical Analysis, or related field and three (3) or more years of closely related work experience either in a federal intelligence agency, the military, or a state and/or local law enforcement intelligence unit. Experience may substitute for education requirements on a year-for-year basis.

- Ability to use a computer with associated software packages, databases, word processing, and mapping programs to include ESRI - ArcView mapping system to produce written, statistical, graphic, and geographic reports.
- Ability and demonstrated experience in conducting descriptive, explanatory, interpretive, and estimative (predictive) intelligence analysis.
- Ability and demonstrated experience in conducting statistical analysis.
- Must achieve acceptable scores on Civil Service examinations.
- Must possess a valid driver's license at time of appointment.
- Must pass a background investigation which includes a personal history statement, background interview, polygraph exam, and psychological assessment.
- Formal training and certification from a recognized crime analysis program and/or other formal intelligence analysis and production training and experience is desired.
- Prior experience working for a law enforcement agency is desired.

In addition, individuals must meet the Sheriff's Office [Employment Standards](#).

CIVIL SERVICE EXAMINATION:

Qualified candidates will be notified by email of date, time and location of the Civil Service examination for this position. The examination will be comprised of an analytic aptitude examination, a performance evaluation of capabilities, and an oral board. Passing scores must be achieved in each examination stage to advance to the next step in the process.

Candidates who pass all stages of the Civil Service examination will be ranked on an eligibility list. Thereafter, the Sheriff's Office will complete a background investigation on qualified candidates, which may take several months to complete.

APPLICATION INSTRUCTIONS: Your application package must contain the following items:

1. Completed and signed [Thurston County Application](#)
2. [Additional Job History](#) (if needed)
3. Cover Letter
4. Resume

Mail or deliver your complete application package to:

**Thurston County Civil Service Commission
2000 Lakeridge Drive SW
Olympia, WA 98502-6045**

****Note: relocation and travel expenses will not be paid for or reimbursed by Thurston County.***

THURSTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER