

CRIME ANALYST

DEFINITION

Under general direction to assist project officer and school administration in collecting and analyzing data relating to school drug and alcohol problems; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the first working level classification for the performance of analytical studies and work for the project officer and school administrator. Incumbents perform a variety of analytical and administrative support work.

REPORTS TO

Project Officer

CLASSIFICATIONS DIRECTLY SUPERVISED

None

EXAMPLES OF DUTIES

- Gathers information, review all data.
- Work with students, school project coordinator and project evaluator.
- Conducts student surveys, and investigation interviews.
- Assist in the completion of grant project reports, performs a wide variety of specialized office administrative support.
- Gathers, organizes and summarizes a variety of data and information.
- Maintaining and updating files.
- Generates computer reports.
- Operates a variety of office equipment including computers, telephones, calculators, copiers and FAX.

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TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment.

TYPICAL WORKING CONDITIONS

Work is performed in an office and school environment; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Research and information gathering techniques.
- Laws, rules and regulations affecting assigned program functions and services.
- Office procedures.
- Establishment and maintenance of filing and information retrieval systems.
- Account and Statistical recordkeeping.
- Personal computers and software applications related to administrative support work.
- Correct English usage, spelling, grammar, and punctuation.

Ability to:

- Perform a wide variety of complex administrative support work for the assigned department.
- Work with considerable initiative and independence while exercising good judgment in recognizing scope of authority.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare, clear, concise and accurate records and reports.
- Use a personal computer and appropriate software for word processing, and recordkeeping.
- Establish and maintain cooperative working relationships both at school and the office.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

At least (2) years of responsible experience performing a variety of administrative and office support work.

Special Requirements: Possession of a valid California Driver's License issued by the Department of Motor Vehicles.