**Job Title: Crime Analyst / Grant Coordinator**

**Department: Police**

**Posting Date:**

**Closing Date for Resumes/Applications:**

**Pay Grade: Grade 10**

**Starting Pay Range: $46,787 - $53,787**

**Exempt/Non-Exempt: Non-Exempt**

**Status: Full Time**

**SUMMARY DESCRIPTION**

The Crime Analyst is responsible for a wide variety of clerical and analytical duties involving all areas of the police department. These tasks include, but are not limited to; grant management, compiling data and disseminating crime reports/alerts internally and externally, Uniform Crime Reporting to the FBI, delivering/tracking department subpoenas, training file maintenance, etc. The person performing these duties must be able to establish and maintain effective working relationships with the public and department personnel.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

***The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.***

* Grant application and management to federal and state entities. This involves researching available grants, applying for them, and maintaining all reporting functions of the grants awarded to the department.
* Creation of a variety of weekly, bi-monthly, and monthly reports. This task involves compiling large amounts of data and sorting through daily crime reports to be disseminated internally and externally. This also involves creating crime alerts and bulletins as requested by supervisory personnel.
* Maintenance of officer training files, which will include POST certification and in-house firearms training.
* Liaison to the public regarding matters of crime statistic information, as well as resources and assistance to help citizens of University City.
* Prepare and submit Uniform Crime Report to the FBI on a monthly basis to conform to all laws and reporting standards.
* Register and distribute state and municipal subpoena documents to personnel. Issuance of calendar notifications to all appropriate personnel.
* Working with other law enforcement personnel to develop and implement crime prevention strategies.
* Attending workshops and completing additional courses to keep abreast of technological advancements in the field.
* Collecting and analyzing data to determine trends in criminal activity.
* Website maintenance to update monthly crime statistics, and as needed.
* Maintain social media pages (Facebook and Twitter)
* Other related duties as required.
* Is responsible to the Chief of Police or a designated Commander

**QUALIFICATIONS**

***The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.***

**Knowledge of:**

* Basic operations, services and activities of a police department.
* Principles and practices of generating reports and dissemination.
* Law enforcement and police records processing.
* Familiarity with software such as MS Office(specifically Excel), REJIS (preferred) , Lotus Notes (preferred)
* Principles, practices, methodologies and techniques of crime analysis, crime prevention, and law enforcement.
* Modern office equipment, including computers, fax machines, copy machines, scanners.
* Pertinent federal, state, and local laws, codes and safety regulations.

**Ability to:**

* Perform research and analysis.
* Attention to detail
* Interpret and explain city policies and procedures.
* Operate office equipment including computers and supporting databases and programs.
* Prepare clear and concise reports.
* Respond to requests and inquiries from the general public.
* Communicate clearly and concisely, both orally and in writing.
* Establish and maintain effective working relationships with those contacted in the course of work.
* Resilience and self-discipline
* Strong moral code
* Great report writing and presentation skills

**Education and Experience Guidelines:**

* Bachelor’s degree preferred in political science, criminal justice, public administration, or related field.
* Prefer one year or more responsible crime analysis or related experience.

**APPLICATION PROCEDURE**

Under the procedure established by the City of University City, all appointments to the police department are made based on competitive testing, interviews and a background investigation. Before appointment, applicants must complete all phases of the selection procedure, which may consist of the following: Clerical test, Oral interview board, Medical examination/drug screening, Background investigation, and final interview with the Chief of Police. Please complete the application for Police Department Employment and submit all necessary accompanying documentation requested. The general application for City of University City employment will NOT be acceptable.

**CONTACT INFORMATION**

Interested applicants should submit their completed Police Department Employment Application to: The City of University City Human Resources Department, 6801 Delmar Boulevard, University City, MO 63130. Hours of operation are Monday through Friday 8:00 am to 5:00 pm. Employment applications can be picked up in the Human Resources office during these hours, or can also be downloaded from the city’s website at [www.ucitymo.org](http://www.ucitymo.org). Mail or drop off your completed application, or fax to Human Resources at 314-863-0921 for receipt no later than 5:00 pm. No phone calls please.

*The City of University City is an Equal Opportunity Employer and participates in E-Verify. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*