

# ATTENTION:



## The Charles County Sheriff's Office Is now accepting applications for the position of **Crime Analyst**

Salary: Grade 11/ \$48,597



This non-critical position requires the utilization of specialized skills in developing information in the identification of crime patterns, suspect patterns, and possible identification of persons perpetrating crime, and disseminate information that helps the Sheriff's Office develop tactics and strategies to solve patterns, trends and problem areas. The employee will manipulate data, process data, and develop comprehensive reports to analyze current crime trends in Charles County.

### REQUIREMENTS:

- Bachelor of Science (B.S.) Degree in Computer Science, Geographic Information Systems (GIS), Criminal Justice or related field.
- Experience using various computer operating systems to include, but not limited to, Windows, Microsoft Suite, Computer Aided Dispatch (CAD), Records Management System (RMS), ArcGis 9.0 or higher, Crime Central Analytics, and any statistical programs.
- Two (2) years of experience in a program, specialization area directly related to the assignment of the position, or, any equivalent combination of experience and training which provides the required skills, knowledge, and abilities.
- Ability to be certified by the Criminal Justice Information System (CJIS) for access into the State and federal computer networks, e.g., METERS and NCIC III.
- Knowledge of basic statistical analysis techniques (linear regression, frequency distribution, hypothesis testing.
- Knowledge of Charles County roads and landmarks, emergency service boundaries, equipment and terminology.
- Skills in making effective presentations before a group, large or small.
- Ability to review the calls for service and compare with past reports, looking for patterns and series. Track information in databases as required.
- Ability to work closely with all member groups of the Sheriff's Office to establish criminal movement activities.
- Ability to prepare CompStat by using the Charles County Records Management System (RMS), various Microsoft and crime mapping software, and provide any possible patterns or trends to staff members and commanders in order to help make decisions for efficient use of resource deployment.
- Ability to prepare crime trend reports and crime pattern bulletins to include any statistical abnormalities, modes of operation, movement patterns, mapping, and chart products bases on analysis.
- Ability to review other agency bulletins and information, local newspapers, and research material that may have an effect on, or be connected to crime in the Charles County jurisdiction.
- Ability to write, comprehend, and speak English in a clear, effective manner.
- Ability to utilize a high level of discretion, good judgment, and confidentiality.
- Ability to maintain a high level of accuracy in assigned tasks.
- Ability to maintain composure and work effectively in situations of on the job pressure.
- Possess a valid driver's license.
- Ability to pass random drug testing.
- Ability to pass a comprehensive background check.

Employees interested in applying for this position must submit a Form #301, along with a resume, to Human Resources.

**Applications available online: [www.ccsso.us](http://www.ccsso.us)**

Please submit completed application along with a resume to:

Human Resources, PO Box 189, La Plata, MD 20646

For more information call: (301) 609-6417

**Closing Date: Thursday, July 26, 2018 by 4:00 p.m.**

**AN EQUAL OPPORTUNITY EMPLOYER**