City of Salisbury
Police Department

Crime Data Analyst

Full Time

$41,155.00 (Annually)

Full Range of Benefits

Duties: Read reports daily to obtain information for crime analysis, collect and collate data, updating fields in the records management system as needed for use in crime analysis; Identify crime trends within the City. Perform analysis and create information products to include maps, crime bulletins and reports on a timely basis. Prepare daily updates as needed. Assist in the development and management of quality control procedures for the Police Department's RMS database. Respond to requests for reports related to crime data, statistics, and other information both in-house and from the public, to include media and other agencies. Prepare monthly, quarterly, yearly and multi-year reports on crime data. Review calls for service daily to ensure addresses have been matched to the geographical information system file, and update files as needed. Collaborate with supervisors and IT personnel to identify new software requirements for crime data collection, analysis, and use. Assist in preparing project plans, directing vendors and internal project teams to accomplish tasks in order to meet Salisbury Police Department user/data/software requirements. Maintain the departments Geographical Information System. Update crime statistics and maps on the website as needed. Keep supervisor informed of unusual or detrimental conditions and process problems. Keep informed on current department practices by attending workshops and educational programs or reading specialized literature and perform other duties as assigned.

Requirements: Bachelor's degree in mathematics or statistics or geographic information systems, computer science. Two years of law enforcement experience in crime analysis or equivalent training, education, and/or experience, and ability to pass a complete background check. Ability to learn and maintain a working knowledge of Salisbury Police Department's policies and procedures. Act as a representative of the City of Salisbury to the public. Knowledge of Uniform Crime Reporting processes and requirements. Knowledge of GIS software. Knowledge of criminology, law enforcement, research and crime analysis techniques. Effectively analyze, interpret and summarize crime data and make reasonable and logical judgments. Effectively and efficiently report and communicate information. Effectively and efficiently prepare, organize and track department records. Maintain confidentiality. Knowledge of Microsoft Office Suite, the Internet, e-mailing systems, and other relevant software packages. Effectively prioritize and multi-task with attention to detail; and effectively communicate and maintain effective working relationships with other staff members, allied agencies, and members of the public. Posses valid Driver's License.

Closing Date: Open Until Filled

Salisbury Police Department
699 W. Salisbury Parkway
Salisbury, MD 21801
Telephone : 410-546-5806

EOE