

Intern, Crime Analysis Unit



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| **JOB TITLE**  Intern, Crime Analysis Unit | | **SUPERVISOR RESPONSIBILITY**  NONE | **DIVISION/DEPARTMENT**  Investigations, Police Department | |
| **LOCATION**  Pittsburg, KS 66762 | | Part Time – 10-20 hrs/wk- Max 20hrs/wk | **DATE WRITTEN**  10/2013; revised 11/01/2018 | |
| **REPORTS TO**  Crime Analyst  Investigations Lieutenant  Chief of Police | **PAY RANGE**  Position is non-exempt hourly  $10/hr | | **EDUCATION/EXPERIENCE**  Must be enrolled in a local college or university and degree seeking.  Required to be sophomore level or above. | |
| **OVERTIME EXPECTATIONS**  None | **OVERTIME PAY/TRAVEL REQUIREMENTS**  N/A | | | **BENEFITS**  Not eligible for benefits |
| **JOB OBJECTIVE**  This position provides support to the Crime Analysis Unit by assisting and performing a variety of strategic, statistical, and administrative duties related to the systematic process of collecting, collating, analyzing, and disseminating timely, accurate, and useful information, which assists the department in performing its overall mission of providing public safety services and investigating criminal offenses. | | | | |
| **ESSENTIAL FUNCTIONS**  Research, collect, and collate data from a variety of law enforcement, government, and other information sources.  Evaluate and analyze data on a routine basis for purposes such as identifying crime patterns and trends, interpreting long-term problems, and evaluating the effectiveness of department resource deployments.  Prepare information and analysis findings in a format (i.e. maps, charts, graphs, reports, briefings, etc.) that allows for its use by the intended audience (i.e. department personnel, external law enforcement agencies, public community, etc.).  Use computer databases, electronic spreadsheets, desktop publishing, word processing, statistical applications, geographic information systems, and other useful software to assist in performing the essential functions.  Assist in administrative and clerical tasks necessary for the effective operation of the Crime Analysis Unit (i.e. data collection, form preparation, etc.)  Other duties and responsibilities as maybe necessary or required. | | | | |
| **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**  Ability to research, apply critical thinking, and work with data and information to provide analysis on projects aligned with the Crime Analysis Unit’s mission.  Proficient with or ability to learn and be effective in using a number of Microsoft Office products, mapping software, and other crime analysis/law enforcement software on a routine basis.  Ability to interact and communicate effectively with members of the department, other law enforcement agencies or government personnel, and community members on an individual and group setting.  Self-motivated, organized, and able to multi-task.  Completes projects as directed. | | | | |
| **WORK REQUIREMENTS:** *The environment characteristics described here are representative of those an employee encounters while performing essential functions.*  Work environment is primarily in a general office setting. Computer and typing skills; Handling phone calls.  Must pass a background check and drug screen. | | | | |
| **PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*  Sitting, typing, standing, walking, and lifting. Must have the ability to hear and speak in a conversational voice at a distance and on the telephone. | | | | |