



Office of Human Resources  
Crime Data Analyst Associate - DA3249  
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### General Statement of Duties

Performs intermediate professional level work researching, complying and analyzing data such as crime reports, census, economic and demographic information, and data from outside agencies to identify and recommend methods to address criminal activity in the jurisdiction. Provides information to the public and other public agencies.

### Distinguishing Characteristics

The Crime Data Analyst Associate is distinguished from the Crime Data Analyst Senior that performs full performance professional level work researching, complying and analyzing data such as crime reports, census, economic and demographic information, and data from outside agencies to identify and recommend methods to address criminal activity in the jurisdiction. Provides information to the public and other public agencies.

### Essential Duties

The following job duties reflect the duties in the DA Office.

Compiles, organizes and reviews raw data from crime reports and other law enforcement or prosecutorial documents.

Enters raw data into appropriate databases and generates resulting statistical reports. Reviews, analyzes, investigates and integrates statistical information. Determines and makes conclusions regarding patterns, trends, "hot spots," suspects, etc.

Plans, organizes, and conducts special crime and related statistical studies and projects to provide trial teams with accurate, complete data to aid in future planning and decision making.

Determines analytical techniques and information-gathering processes and obtains necessary information and data for analyses.

Identifies problems, trends, patterns and issues; develops presentation materials and reports to trial teams on findings.

Maintain databases related to evidence acquired from search warrants.

Provide information from the data in support of criminal investigations and prosecutions.

Assist Investigators and Attorney's with information concerning digital evidence and the information contained to assist with prosecutions.

Develop and research new methods for collecting data, new database applications for archiving and retrieval of statistics, and maintains records.

Identify new software packages related to the analysis of evidence, test new software packages, and make recommendations to administration on purchase of new software packages.

Maintains the integrity of the Denver District Attorney's Office and strictly adheres to Denver District Attorney's Office policies and rules, Career Service Rules and the Crime Victim Compensation and Victim and Witness Rights legislation (VRA).

Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### **Competencies**

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Information Management – Identifies a need for and knows where and how to gather information and organizes and maintains information or information management systems.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations

Problem Solving – Identifies problems, determines accuracy and relevance of information, uses sound judgment to generate and evaluate alternatives, and makes recommendations.

Reading – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Technical Competence – Uses knowledge that is acquired through formal training and extensive on-the-job experience to perform one's job, works with, understands, and evaluates technical information related to the job, and advises others on technical issues.

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

### **Knowledge & Skills**

Knowledge of statistics; empirical research methods and procedures including sampling and surveying techniques; and crime analysis and criminal justice functions as related to police department practices and procedures.

Knowledge of SQL, Python or other programming language. Skill in the use of personal computers and database, word processing, GIS mapping, intelligence, and spreadsheet software programs.

Knowledge of federal, state and local law enforcement agency and interagency capabilities, investigative methodologies and authorities, as well as open source, cyber and social media exploitation methodologies.

### **Level of Supervision Exercised**

None

### **Education Requirement**

Bachelor's Degree in Criminal Justice, Statistic, Mathematics, Psychology, Sociology, Public Administration or a related field.

### **Experience Requirement**

Two (2) years of professional experience performing statistical analysis and research including analyzing data, developing recommendations, implementing strategies and preparing reports of findings and recommendations.

**Education & Experience Equivalency**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

**Licensure & Certification**

None

**Working Environment**

Pressure due to multiple calls and inquiries.  
Subject to many interruptions.  
Subject to varying and unpredictable situations.

**Level of Physical Demand**

1-Sedentary (0-10 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Hearing: Perceiving and comprehending the nature and direction of sounds.  
Lifting: Moving objects weighing no more than 10 pounds from one level to another.  
Sitting: Remaining in a stationary position.  
Talking: Communicating ideas or exchanging information.

**Background Check Requirement**

Criminal Check  
Employment Verification  
Education Check  
Able to pass a Secret Clearance with the Department of Homeland Security.

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade:** X-000  
**FLSA Code:** Y  
**Established Date:** 1/27/2020  
**Established By:** GT  
**Revised Date:**  
**Revised By:**  
**Class History:**