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# ST. MARY'S COUNTY GOVERNMENT VACANCY ANNOUNCEMENT

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**POSITION:** Crime Analyst - (Two Positions Available 10-01-17)  
C07, \$44,886 - \$50,794 (B.O.E) + FRINGE BENEFITS

**DEPARTMENT:** Office of the Sheriff

**OPENING DATE:** 08-16-17                      **CLOSING DATE:** 09-13-17 (Extended)

## MINIMUM QUALIFICATIONS:

**Education:** Bachelor's degree;

**Experience:** Three or more years of job related experience;

Experience using various software operating systems to include, but not limited to, Windows Operating Systems, Novell, Cognos Impromptu, Looking Glass Crimes, HTE Crimes, HTE Software applications in Public Safety Government Applications etc;

**Note:** Any equivalent combination of acceptable education and experience which has provided the knowledge, skills and abilities cited below may be considered.

## ADDITIONAL REQUIREMENTS:

- ◆ Negative drug test result from pre-employment drug screen;
- ◆ Pass extensive background check with favorable results;
- ◆ Successful candidate must provide proof of eligibility to work in the United States prior to employment.

**JOB SUMMARY:** This 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. The employee will manipulate data, process data, and develop comprehensive reports and geographic maps to analyze current crime trends in St. Mary's County. The employee receives general supervision from, and reports directly to the Commander of the Division assigned. Work is evaluated through observations, conferences, and reports.

## DUTIES:

- ◆ Prepare crime trend reports on a continuing basis noting statistical abnormalities, modes of operation, movement patterns, and create mapping and chart products based on analysis;
- ◆ Compare modes of operation of closed cases with open cases to identify links, establish repeat offenders, and develop new avenues of investigation;
- ◆ Work closely with the Patrol Division, the Criminal Investigations Division, and/or the Vice/Narcotics Division to establish criminal movement activities;
- ◆ Interact with other law enforcement agencies (federal, state, and local) in developing crime trends and patterns;
- ◆ Provide analytical reports and charts to the Maryland State Police units in Southern Maryland as requested;
- ◆ Work closely with assigned Division in development of crime trend analysis to aid in tactical deployment of manpower resources;

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- ◆ Work closely with the agency's Community Oriented Policing (COPS) initiative to identify root causes of criminal activity and identify crime environments to aid in crime prevention;
- ◆ Work closely with the Command Staff to assist in patrol sector realignment and patrol officer allocation through the use of crime mapping and workload analysis;
- ◆ Provide technical support to the St. Mary's County State's Attorney's Office for cases going to trial, as required;
- ◆ Provide technical support and computer software training related to the Crime Analysis Function to appropriate agency personnel;
- ◆ Research, develop, and create presentations in support of the sections, units, and functions of the Sheriffs Office, as requested;
- ◆ Attend and assist with the facilitation of CompSTAT meetings, other related meetings, and training sessions, as required;
- ◆ Responsible for the entry, maintenance and verification of all data entered into the CRIMES and CAD systems;
- ◆ Responsible for monitoring all UCR Reporting procedures and requirements;
- ◆ Responsible as liaison to the Information and Technology Department and MILES/NCIC for interfaces and related security issues;
- ◆ Perform other related duties, as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◆ Considerable knowledge of methods in which data is gathered and stored within databases;
- ◆ Knowledge of Microsoft Office Suite; for word processing, presentations, spreadsheets, and database management;
- ◆ Knowledge of federal and state laws pertaining to confidentiality of information;
- ◆ Ability to utilize a high level of discretion, good judgment, and confidentiality;
- ◆ Skill in making effective presentations before a group, large or small;
- ◆ Ability to conceptualize, develop, write, and logically present ideas and recommendations;
- ◆ Ability to maintain a high level of accuracy in assigned tasks;
- ◆ Ability to assimilate information from a variety of resources. Analyze, evaluate, and select, often with limited information, the best course of action;
- ◆ Ability to communicate effectively both orally and in writing.

**PHYSICAL AND ENVIRONMENTAL CONDITIONS:**

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe work place practices with office equipment, and/or avoidance of trips and falls.

**COMPENSATION/BENEFITS:**

Hiring Salary: \$44,886 - \$50,794 (B.O.E) annually

FLSA: Non-Exempt

St. Mary's County Government offers a complete benefits package including medical, dental, vision, life insurance and long-term disability. We offer a 457 deferred compensation plan, employee assistance program, and education reimbursement. All employees are required to participate in the Maryland State Retirement and Pension System (SRPS).

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**SELECTION PROCEDURE:** Applications will be screened for those who meet job requirements and have related experience. Selected applicants will be invited for an interview. All candidates will be notified of their selection or non-selection for interview.

**TO APPLY:** A 2008 ST. MARY'S COUNTY GOVERNMENT APPLICATION IS REQUIRED.  
ALL PRIOR VERSIONS OF THE APPLICATION ARE OBSOLETE.

Applications are available at: Governmental Center, Potomac Building  
Third Floor, Dept. of Human Resources  
23115 Leonard Hall Drive, Leonardtown, MD  
Phone: 301-475-4200 Extension: \*1100 Fax: 301-475-4082  
Jobs Line: 301-475-4200 Extension: \*1109  
Email: [smchr@stmarysmd.com](mailto:smchr@stmarysmd.com) Website: [www.stmarysmd.com](http://www.stmarysmd.com)  
**Must press \* before dialing the extension**

**ACCESSIBILITY NOTICE:** If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please contact the ADA Coordinator:  
[amber.hebert@stmarysmd.com](mailto:amber.hebert@stmarysmd.com) or (301) 475-4200, Extension: \*1110.

**APPLY NOW - <http://www.stmarysmd.com/hro/application/HRApplication.asp>**  
**Applications must be received in the Human Resources Department on or before the closing date regardless of the postmark date.**