



CLASS SPECIFICATION

Class Title: Investigative Criminal Analyst
Department: Sheriff
FLSA: Non-Exempt

Class Code: 7750
Grade: 22
Eff. Date: 07/07/2021

GENERAL PURPOSE

Under the general supervision of the investigative unit of the Sheriff's Office, works closely with the detectives in determining specific public safety issues within Davis County; provides additional resources and techniques in suppressing crime. Subject to call outs, along with the detectives.

EXAMPLE OF DUTIES

Analyzes, organizes, tracks, and prepares criminal intelligence, utilizing criminal databases, police reports, social media platforms, neighboring county's intelligence centers, etc. Prepares reports and issues memos.

Coordinates communication and training between multiple police agencies to facilitate efficient crime solving, while proactively identifying potential future crimes and preventing criminal activity.

Facilitates the Sheriff's Office focus on criminal trends in contract cities and other areas of the county.

Performs technical work in the investigation of crime. Reviews case reports submitted by Detectives to identify crime trends and criminal associations. Assists Detectives with various aspects of investigations as needed.

Assists in training new personnel; acts as a team leader as required.

Initiates inquiries concerning possible law violations; obtains, preserves, verifies, and analyzes factual information and other evidence.

Appears in court and before other legal and quasi-legal bodies and gives oral testimony regarding investigations, arrests and other information of which s/he has knowledge.

Works closely with other intelligence analysts to disseminate relevant intelligence information.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from an accredited college or university with a Bachelor's degree in Criminal Justice or related field is required.

Preference: work experience within a Law Enforcement Agency; advanced degree.

2. Special Qualifications:

Must possess, or obtain within six (6)-months of hire date, a Utah Bureau of Criminal Identification (BCI) certification.

Must pass the Davis County Sheriff's Office (DCSO) background investigation.

Must possess a valid driver license and must operate a motor vehicle in a safe manner. Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

3. Necessary Knowledge, Skills and Abilities:

Knowledge of: police terminology and practices; criminal laws; courtroom procedure and terminology; ethical principles.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: make rapid and sound decisions under pressure; remain alert and react to unexpected situations and emergencies; handle high levels of personal stress and maintain composure under a variety of adverse conditions, including verbal and physical abuse, witnessing death and critical injuries and experiencing risk of personal harm; collect and rapidly assimilate facts; examine witnesses effectively; maintain confidences; establish and maintain effective working relationships with supervisors, other employees, legal counsel, judicial officials, other agencies and the general public; follow written and oral instructions; communicate effectively (orally and in writing).

WORKING CONDITIONS

Work rotating day and swing shifts, holidays, and weekends; lift, carry and otherwise move objects weighing up to 20 lbs.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. **All requirement are subject to possible modification to reasonably accommodate individuals with disabilities.**

Approval Information

Date:	07/07/2021
Department Approval:	Kelly Sparks
HR Generalist Approval:	Nathalia Cornell
Classification Approval:	Ric Higbee