



CITY OF PINE BLUFF

DEPARTMENT OF HUMAN RESOURCES JOB ANNOUNCEMENT

JOB TITLE: CRIME ANALYST

Department: Police	Status: Full-Time/ Permanent
Annual Salary: \$41,065.00	Available Positions: 1
Application Process: Applicants should apply at City Hall, Room 104, Department of Human Resources, by 5:00 p.m. on the closing date. Applicants may also download a copy of the application at www.cityofpinebluff.com	
CLOSING DATE: Until Filled	
Department of Human Resources 200 E. 8 th Avenue, Room 104 Pine Bluff, AR 71601	Office (870) 730-2038/ FAX (870) 730-2157 Office Hours: Monday-Friday: 8:00 a.m. – 5:00 p.m.

ESSENTIAL JOB FUNCTIONS: The Crime Analyst is responsible for providing higher-level analytic and strategic thinking to identify trends and geographical areas where public safety could be increased. The Crime Analyst will query and retrieve crime data from the Law Enforcement Records Management System, develop and disseminate a variety of reports identifying criminal activities and patterns to various units with the department and general public, and prepare and present reports to the department and city leadership to brief on trends and emerging issues. The Crime Analyst will also assist in criminal investigations by providing analytical support in deciphering and organizing technical data sets to include online activity and phone records and all other duties assigned.

ACCEPTABLE EXPERIENCE AND TRAINING: Bachelor's Degree in Criminal Justice, Computer Science, Statistics, Research Analysis or a closely related field, and three years of related experience in Crime Analysis, report writing, and data collection or an equivalent combination of education and experience sufficient to successfully perform the job's essential functions.

The CITY OF PINE BLUFF is an EQUAL OPPORTUNITY EMPLOYER and does not discriminate in its employment practices on the basis of race, sex, age, religion, national origin or physical or mental disability.

