



Crime Analyst

DEPARTMENT: KCSO - Sheriff's Office
DIVISION: Criminal Investigations
SALARY: \$37.97 - \$48.13 Hourly
\$78,977.60 - \$100,110.40 Annually
LOCATION: Multiple Locations in King County
JOB TYPE: Civil Service, Full Time, 40/hrs Wk
CLOSING DATE: 08/28/22 11:59 PM

SUMMARY:



WHO MAY APPLY: This position is open to the public. This recruitment will establish an employment list (valid for one year) to fill current and future Crime and Intelligence Analyst vacancies within the Sheriff's Office. For information regarding King County Civil Service Rules you can access these rules at [Civil Service Rules](#).

The Crime and Intelligence Analyst will join a small team of Crime Analysts/Statistician in the King County Sheriff's Office, which serves unincorporated King County, 13 Contract City Police Departments, Metro and Sound Transit Police Departments, and specialized units with the Criminal Investigation's Division. We are seeking candidates with the drive and experience to provide critical tactical and strategic analysis of crime, intelligence, and/or business/data analysis. The successful candidate will demonstrate considerable expertise and creativity to effectively utilize proactive policing tools, critical thinking and analytic techniques with intelligence-led and data driven policing. A successful analyst will be able to follow the intelligence cycle, and work to gather, clean, analyze and disseminate vital information to inform all levels of the department, while being efficient and creative in their approach to detecting, preventing, and reducing crime to support the goals and embodying the values of the King County Sheriff's Office.

JOB DUTIES:

- The Crime Analyst will report to the Crime Analysis Unit Supervisor and/or a Transit Police Captain and be assigned an area of responsibility (For example, precinct 4, which includes the City of Burien and the City of SeaTac along with unincorporated areas of King County and

Vashon Island) and execute all aspects of crime, intelligence and data analysis for their assigned area of responsibility and for the King County Sheriff's Office as a whole. Duties include the following:

- Coordinate, plan and develop crime and intelligence analysis projects within the geographic area or expertise area assigned. This may include conducting research, collecting data, performing analysis, presentations, written reports, and bulletins.
- Work with stakeholders in the geographic area assigned to identify crime and intelligence priorities.
- Produce products for crime analysis, intelligence analysis, business analysis, staffing/resource allocation, and budgeting.
- Analyze and summarize findings related to crime/intelligence, such as: trends, series, suspects, and locations.
- Work with ESRI – ArcPro/ArcGIS Online/Enterprise/Portal software to create maps, dashboards and to analyze and display data.
- Work with MS Power BI software and/or Tableau to analyze and display data.
- Work with the MS Office Suite – Excel, Word, Onenote, PowerPoint, Teams, Planner, etc. and adobe professional to complete daily assigned tasks.
- Use MS SQL and other tools/methods to mine data from police report management and computer aided dispatch systems.
- Use quantitative and qualitative methodology such as link analysis, event flow analysis, hot spot mapping, spatial analysis and activity charting (or other mathematical and statistical methods) to analyze data and identify and evaluate crime series, patterns and trends.
- Present orally and in writing intelligence analysis to police personnel to assist in investigations, situational awareness and tactical/strategic trends.
- Initiate analysis, provide investigative leads and prepare reports to support criminal investigations.
- Use a variety of law enforcement, local, state and federal government systems to support criminal investigations.
- Prepare intelligence assessments, crime maps (ArcPro/ESRI), link charts (using IBM's i2 Analyst Notebook) and maintain dashboards (MS Power BI/ESRI).
- Liaise with law enforcement, government agencies, and community groups to obtain and/or provide crime-related data.
- Attend operations briefings to discuss and update officers and investigators on crime series, patterns and trends.
- Develop and maintain relationships with other criminal justice personnel to share information and techniques and learn from each other.
- Participate in professional group meetings; may serve on intra & inter-jurisdictional committees and task forces.
- Coordinate and integrate information from and for local, regional, national and international law enforcement agencies.
- Create, disseminate, and track bulletins.
- Respond to data requests.
- Develop and manage databases and spreadsheets as needed.
- Respond to inter & intra-department requests for information as well as requests from outside agencies.
- May be required to testify in court and travel to crime scenes.
- Work in collaboration with other Crime Analysts in the Crime Analysis Unit, and with Crime Analysts across King County.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

The successful candidate has the expertise to develop an anticipatory crime analysis program for law enforcement. A Bachelor's degree with emphasis on math, statistics, criminal justice, behavioral science, business analytics, intelligence/homeland security, data science or other related field **AND** a minimum of two years of professional experience in the crime, intelligence or business data analysis.

An equivalent combination of experience and education which provides the applicant with the skills, knowledge and abilities required to perform the work may be considered. The most competitive candidates will have experience working with or at a police department, intelligence center and/or within the criminal justice system.

Specific requirements include the following skills and abilities:

- Ability to analyze, interpret, and summarize criminal intelligence data and present the findings in a professional manner through formal briefings, presentations, and bulletins.
- High performance in the ability to critically think and engage information to produce analysis and intelligence.
- Experience planning and executing projects, driving activities on multiple projects and managing competing priorities within tight timeframes.
- Knowledge of current best practices in crime, intelligence, business and/or data analysis.
- Demonstrated success in the research and mining of data, implementing innovative methods and accessing multiple sources.
- Technical skills including the ability to learn and write MS SQL and/or python queries to extract data. Also demonstrated ability to utilize various computer hardware and software applications, such as relational databases, Microsoft Office suite products, spreadsheets and databases.
- Experience with statistical, crime analysis, intelligence analysis, qualitative analysis, data analysis and data collection, presentation, and mapping software, such as SPSS, ArcGIS, IBM i2, CompStat, MS SQL, ESRI ArcGIS Online, MS Power BI, Tableau, and/or Python.
- Exceptional interpersonal skills, ability to establish and maintain excellent working relationships with law enforcement personnel at all levels, peers, managers, other agencies and external vendors.
- Excellent communications skills and the ability to convey complex information both orally and in writing to varied and diverse audiences.
- Ethical and professional conduct, using discretion, sound judgment, fairness, respect, inclusiveness, and integrity to support and enhance King County Sheriff's Office values.
- Ability to work in a fast pace environment, with quick results on tight timetables.
- Ensure a high level of accountability for the information and data your provide to the area you serve.
- Ability to work independently, with minimal supervision and demonstrate strong decision making skills to proactively address crime/intelligence needs.

SUPPLEMENTAL INFORMATION:

WORK LOCATION: Multiple locations within King County.

WORK SCHEDULE: This full-time position is overtime eligible. It is based on a 40-hour workweek, 8:00 AM – 4:30 PM core hours, however, there is an ability to work alternative schedules, Monday through Friday. Additional hours may be necessary to respond to workload needs, which may include evening.

UNION MEMBERSHIP: This position is represented by the Public Safety Employees Union (PSEU).

TO APPLY: Please carefully review the list of required materials before submitting your application.

- Review the list of KCSO [Automatic Disqualifiers](#) and verify your qualification for employment with King County Sheriff's Office.
- Complete an online employment application at www.kingcounty.gov/jobs. The employment history should go back at least 10 years if you have 10 years of employment (or more to

include relevant experience). Incomplete applications or answering "see resume" may not be considered.

- Complete answers to all the supplemental questions.

SELECTION PROCESS: Application materials will be screened for clarity, completeness, and responsiveness to the list of qualifications, skills, and abilities. Answers to supplemental questions will assist in determining your eligibility for further consideration. The most competitive candidates may be invited to move forward in the hiring process.

NOTE: It is a hiring requirement that all staff employed by KCSO successfully pass a thorough background investigations process, which includes fingerprinting, criminal history check, reference checks, polygraph test, and other tests as deemed necessary.

SPECIAL REQUIREMENTS:

- Must pass a thorough background investigations process, which includes fingerprinting, criminal history check, reference checks, polygraph test, and other tests as deemed necessary.
- Training may require travel, to Burien, WA, and other locations.
- May be required to testify in court and travel to crime scenes.

GENERAL TIMEFRAME: The time frame and order of this recruitment is provided below. Please note that dates are subject to change based on resource availability.

- Early September 2022: Technical Examination
- Late September/Early October 2022: Oral Board Examination

CONTACT INFORMATION: If you have questions regarding this job announcement, please contact Civil Service HR Analyst Sara Bradley by email at sabradley@kingcounty.gov or 206-477-0148. **Forbes recently named King County as one of Washington State's best employers.**

Together, with leadership and our employees, we're changing the way government delivers service and winning national recognition as a model of excellence. Are you ready to make a difference? [Come join the team](#) dedicated to serving one of the nation's best places to live, work and play.

Guided by our "[True North](#)", we are making King County a welcoming community where every person can thrive. We value diversity, inclusion and belonging in our workplace and workforce. To reach this goal we are committed to workforce equity. Equitable recruiting, support, and retention is how we will obtain the highest quality workforce in our region; a workforce that shares and will help advance our guiding principles--we are one team; we solve problems; we focus on the customer; we drive for results; we are racially just; we respect all people; we lead the way; and we are responsible stewards. We encourage people of all backgrounds and identities to apply, including Native American and people of color, immigrants, refugees, women, LGBTQ+, people living with disabilities, and veterans.

Telecommuting

Some work associated with this position may be performed by teleworking. The frequency of onsite work will be informed by business needs. Employees will have access to shared workspaces as needed at various King County facilities. Employees must reside in WA state and within a reasonable distance to their King County worksite to respond to workplace reporting requirements.

Employees will be provided with a County issued laptop and must maintain a workspace with an internet connection where they can reliably perform work and remain available and responsive during

scheduled work hours. Please note that when an employee conducts work that is likely to bring them in contact with another individual, safety precautions are required by the department in alignment with the Public Health Directive from the Seattle & King County Public Health Officer.

COVID-19 Vaccination Requirement

King County Executive Branch employees are required to be fully vaccinated against COVID-19. If you are the successful candidate for the position you applied for, the County will send you a conditional offer letter.

As a condition of employment, prior to a final offer of employment, you will be required to:

- submit proof of vaccination, or
- have an approved request for medical or religious exemption and an approved accommodation. Philosophical, political, scientific, or sociological objections to vaccination will not be considered for an exemption or accommodation.

People are considered fully vaccinated against COVID-19 two weeks after receiving the final dose of a vaccination approved by the Center for Disease Control and Prevention (CDC).

The Executive Branch includes employees in the Executive branch, the Assessor's Office, Elections, the King County Sheriff's Office, and the Executive Office.

King County is an Equal Employment Opportunity (EEO) Employer

No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation and pregnancy), age, genetic information, disability, veteran status, or other protected class. Our EEO policy applies to all employment actions, including but not limited to recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation.

To Apply

If you are interested in pursuing this position, please follow the application instructions carefully. If you need this announcement in an alternate language or format, would like to request accommodation or assistance in the application or assessment process or if you have questions please contact the recruiter listed on this job announcement.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.kingcounty.gov/>

Job #2022SJB14857
CRIME ANALYST
SB

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500 4th Ave. Rm. 553
Seattle, WA 98104
206-477-3404

sabradley@kingcounty.gov

An Equal Opportunity Employer

Crime Analyst Supplemental Questionnaire

- * 1. You must be a current US Citizen or **[Legal Permanent Resident](#)** to apply for civil service positions with the King County Sheriff's Office. Are you now a United States citizen?
- Yes No

- * 2. Can you read, write and speak the English language?
Yes No

- * 3. The King County Sheriff's Office maintains a list of automatic disqualifiers for employment. This list can be accessed by clicking on this link [Automatic Disqualifiers](#). Please review the disqualifiers and respond to the following question before proceeding. **Do you certify that based on your review of the automatic disqualifiers that you are qualified for employment with the King County Sheriff's Office?** Note - This information will be verified prior to scheduling an oral board interview.
Yes No

- * 4. *The background of all King County Sheriff's Office employees and applicants are thoroughly checked.* The required **background investigation** will review and evaluate driving records, criminal records, criminal behavior, employment histories, military records, personal and employment references, and related information. Candidates who pass the initial background investigation will be required to complete a polygraph, medical and psychological exam. **Are you willing to undergo a background investigation and polygraph and psychological examination as part of the employment process?**
Yes No

- * 5. How many years of crime, intelligence, business, or data analysis experience do you have?
 None
 1-2 years
 3-4 years
 5+ years

- * 6. Please list your crime and/or domestic intelligence analysis experience? (If none, write "none").

- * 7. What is the intelligence cycle (steps) and tell us your experience (professional or education) with them? (If none, write "none").

- * 8. List the mapping, link chart, analysis software you have used and what experience level you have in each. (Examples: ESRI (online/arcpro/arcmap), i2, Microsoft Power BI, Tableau, Microsoft Excel, Microsoft Access, SPSS, etc.) If none, write "none"

- * 9. What experience do you have using SQL and/or python to extract data? (If none, write "none").

- * 10. Do you have any educational, professional training or professional certification in crime or intelligence analysis, if so please list. If none, write "none."

- * Required Question