



Job Posting

Position: Assistant Crime Analyst
Department: Chelsea Police Department
Salary: Salary Based on Experience, \$46,603 - \$59,487
Exempt MM- 4

DUTIES:

Performs tactical, strategic/operational, and administrative analysis supporting the work of the Chelsea Police Department. Responsibilities include conducting crime analysis (detecting crime series/patterns, forecasting crime trends, identifying suspect/crime relationships), statistical analysis, and utilizing Geographic Information Systems (GIS) for spatial analysis of crime trends. Support the Department's Crime Reporting process, regularly working with the Crime Reporting and Analyst supervisors to facilitate structured discussions, problem solving and follow-up to problem resolution; query and mine data in an effort to link cases by key factors and disseminate information about known and newly-discovered patterns to all Department personnel. This analysis improves the safety of the community by facilitating appropriate police response which shall have as an objective to prevent and reduce crime in the City of Chelsea.

Analysis responsibilities include; providing timely; accurate, reliable and high quality crime data and pertinent information to all the members of the Chelsea Police Department and outside law enforcement agencies. Additionally, the Crime Analyst may be required to report specific submissions to the Crime Reporting Unit for the Commonwealth.

QUALIFICATIONS:

Education Bachelor's degree in criminal justice or a related field.

One year of experience with crime analysis or data analysis.

Knowledge of law enforcement operations, procedures and UCR and NIBRS reporting practices. High level of proficiency with relational database and spreadsheet applications including Access and Excel.

Ability to analyze data, develop and deliver presentations, write reports, research and work independently, think objectively, have good interpersonal skills, and exhibit sound and accurate judgment.

Ability to work with high-level decision-makers, using data to provide them organizational intelligence.

Please send cover letter and resume to Human Resources Department, City of Chelsea, 500 Broadway, Chelsea MA 02150 or email chelseajobs@chelseama.gov

Application will be accepted until position is filled. The City of Chelsea is an Equal Opportunity Employer.