The City of Dunwoody Police Department is currently accepting applications for one (1) open Crime Analyst position.

This civilian position is responsible for collecting and analyzing crime data and preparing statistical and crime reports. Duties include, but are not limited to, gathering, categorizing, and analyzing narrative and statistical data pertaining to past and current criminal activity; performing statistical and analytical research; correlation analysis; compiling reports, charts, graphs, and maps; and, preparing and disseminating reports and recommendations to sworn personnel pertaining to existing and anticipated criminal activity in order to increase the effectiveness of patrol deployment, crime prevention, and the apprehension of suspects. Duties are performed under the general supervision of a Sergeant.

Essential Duties and Responsibilities:

- Performs statistical and analytical research involving the use of various computer statistical programs for quantitative analysis of crime statistics. Provides statistical reports as directed from the Police Chief's office as requested for the City Manager, City Council, City departments, law enforcement agencies, community groups, and the public.
- Gathers and analyzes crime data for crime pattern detection, suspect-crime correlations, target-suspect profiles, and crime forecasting. Establishes methods to gather data from a large variety of sources and systems. Analyzes the accuracy and reliability of crime data collection and analysis sources and develops more effective methods and sources.
- Conducts quantitative analysis to forecast future crime occurrences by crime type and target location, which will be used to effectively direct the law enforcement efforts in all communities.
- Designs and implements reports for tactical, strategic, and administrative analysis. Creates and maintains special intelligence databases for the police department as needed.
- Prepares basic thematic maps from GIS database such as pin maps of crime, police routes, and others as needed.
- Makes presentations to police personnel, members of the community, and outside agencies as needed.
- Coordinates with outside law enforcement agencies the exchange of data to identify cross-jurisdictional crimes.
- Submits updated crime information to the command staff on serious crime and crime patterns in a timely manner.
- Works with City IT staff in resolving network database connections and downloads into workstation programs. Recommends technology upgrades as needed.
- Monitors social media platforms for intelligence and situational awareness.
- Provides intelligence support for Detectives.

Minimum Requirements:

- Bachelor's Degree in criminal justice, statistics, GIS, computer science, public or business administration, behavioral science, mathematics, or related field from an accredited college or university
- Five (5) years of law enforcement experience or two (2) years of increasingly responsible crime analysis and research experience
- An equivalent combination of education and experience may be acceptable

- Knowledge of relational databases and GIS products, criminology theory and practice, and advanced methods and techniques of statistical analysis
- Knowledge and understanding of the commonly used social media platforms

The above requirements are not all-inclusive.

Salary:
$39,000 - $58,500

Benefits:

- Vacation Leave, Holidays, and Sick Leave
- 100% City-Paid Employee Medical Insurance
- 100% City-Paid Employee Dental Insurance
- 100% City-Paid Employee Life/AD&D Insurance
- 100% City-Paid Employee Short-Term and Long-Term Disability Insurance
- Vision Insurance
- Retirement Savings Plans
- Flexible Spending Accounts (FSA)
- Education Assistance
- Fitness Center Membership
- Employee Assistance Program (EAP)

For consideration, please send your completed application to jobs@dunwoodyga.gov or mail it to:

City of Dunwoody
Human Resources Department
41 Perimeter Center East, Suite 250
Dunwoody, GA 30346

Dunwoody Police Department Application

Only candidates that meet all the minimum requirements above will be considered. The City of Dunwoody has been certified as a Drug-Free Workplace by the State Board of Workers' Compensation. All job applicants for the City must undergo testing for the presence of illegal drugs as a condition of employment.