



Michael C. O'Malley
Cuyahoga County Prosecutor

Job Posting

Job Title:	Crime Analyst I	Salary:	\$43,228 - \$45,389
Department:	Crime Strategies Unit	Reports to:	Managing Attorney/Criminal Chief
Location:	The Justice Center, Courts Tower 1200 Ontario Street, 9 th floor Cleveland, Ohio 44113	Hours:	8:30 AM – 4:30 PM Monday - Friday

REQUIREMENTS: Bachelor's degree in Criminal Justice, Public Policy, Criminology, or related field; or any equivalent combination of education, training, and experience. Proficiency in computer skills including: Microsoft Windows, Exchange Server, and other Microsoft products (Word/Excel/PowerPoint/Access)

FUNCTION: The purpose of this classification is to perform general and routine crime analysis and case intake work in support of the Prosecutor's Office, other County departments, police, and other criminal justice agencies. This classification develops and maintains relationships by facilitating communication and information sharing with law enforcement components within federal, state, local, tribal law enforcement agencies and the private sector.

RESPONSIBILITIES:

- Researches, compiles, analyzes and maps crime patterns and trends. Utilizes databases and tables (e.g. Microsoft Access and Excel) for summarizing law enforcement reports for data collection and dissemination.
- Assists in the actions necessary to manage the Office's application and data systems (e.g. manage and clean crime data), Case Management System, and other computer systems (e.g. Security Camera Database) including facilitating training, utilization, and updating.
- Disseminates information related to criminal activity.
- Assists Prosecutor's Office and Law Enforcement Agencies in planning for the deployment of resources for the prevention, intervention, and suppression of criminal activities.
- Utilizes open source and social media research to develop reports and provide awareness bulletins to law enforcement.
- Reviews cell phone data dumps, assists with cell phone mapping.
- Communicates with a variety of members of the public, outside and County agencies, law enforcement agencies, investigators, and attorneys.
- Act as lead worker in a particular project or assignment over employees, interns, student shadows, etc. assigned to the Crime Strategies Unit including technical or clerical personnel.
- Performs all other duties assigned.

APPLICATION PROCEDURE: Upload a letter of interest including your e-mail address, resume, and three professional references **via the online application process at:**

<http://prosecutor.applicantstack.com/x/openings>

All materials must arrive no later than 4:00 p.m. on November 21, 2018

Please do not e-mail your information. If you have any further questions about the application procedure please email: Jason J. Sobczyk, Director of Human Resources, at

jsobczyk@prosecutor.cuyahogacounty.us

ALL JOB OFFERS ARE MADE WITH THE UNDERSTANDING THAT PROSPECTIVE
EMPLOYEES PASS A DRUG TEST AND A CRIMINAL BACKGROUND INVESTIGATION
PRIOR TO BEING HIRED.

Reasonable accommodation is available to all employees and applicants. If you have a disability that needs to be accommodated, please contact the Human Resources Department.

Equal Opportunity Employer; Smoke-free and Drug-free Workplace

Visit our website: <http://prosecutor.cuyahogacounty.us/>

Posted: 11/7/18