



Michael C. O'Malley
Cuyahoga County Prosecutor

Job Posting

Job Title:	Crime Analyst II	Salary:	\$48,979 - \$51,428
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 with three (3) years related experience; or an 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 routine and specialized crime analysis and case intake work in support of the Prosecutor's Office, other County departments, police, and other criminal justice agencies. Employees at this level work under general supervision within a well-defined framework of policies, procedures, and regulations to provide crime analyst support to prosecutors and criminal justice partners. They are expected to be fully aware of operating procedures and policies of the work unit and be able to perform duties that are more specialized or complex in nature. This class is distinguished from the Crime Analyst I class in that the latter's primary duties are completing crimes summaries and database management.

RESPONSIBILITIES:

- Performs the more difficult, sensitive, or complex analytical assignments as required, such as using predicting or forecasting models associated with all types of crimes.
- Reviews and analyzes cell phone data, assists with cell phone mapping, and performs data mining of open source social media records.
- Proficient with mapping and analytical software.
- Develops technological infrastructure for the Crime Strategies Unit. Develops tools or methods to identify trends, behaviors, and patterns related to cases in the Prosecutor's Office.
- Works on cases directly wherever programming can speed up an investigation or bring in new insights.
- Possesses a working knowledge for writing code (e.g. Python, SQL script) to improve Unit efficiency.
- 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.

- Develops and maintains effective working relationships of assigned staff and consultants (e.g. prioritizes, reviews, and effectively communicates with management and staff to review work requirements, status, and problems; assists staff with complex or problem situations; and responds to employee issues and concerns).
- Has responsibilities over training in all aspects and responsibilities of a crime analysis detail including the preparation and distribution of crime alerts, maps and intelligence information. Coordinates work of Crime Analysts I, student interns, student shadows, consultants, etc.
- 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/>

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