



MEMORANDUM

TO: All City Employees
FROM: Teresa Hudrlik, Human Resources Director *THA*
DATE: October 4, 2017
RE: Crime Analyst

General Definition of Work:

This is a professional level full-time position involving the collection, interpretation, recording and reporting of statistics and trends as related to crime and incident reports. The employee is responsible for conducting crime pattern, series and trend analysis activities and preparing reports related to the same.

Essential Functions:

- * Conducts crime pattern, series and trend analysis activities using qualitative, temporal and geographic measure and statistical methods;
- * Prepare crime analysis bulletins and reports;
- * Inputs reports and statements from police officer and other police personnel into a database system; sorts, codes and files police records of arrests and incidents;
- * Enters, amends, retrieves, loads, downloads and updates information;
- * Retrieves information on various computer systems and queries systems for information on crime data;
- * Communicates with and assists the general public and other agencies by providing general information and statistical data both in person and by phone;
- * Acts as a liaison between the Wheeling Police Department and the West Virginia Intelligence Fusion Center;
- * Monitors catalogs, and disseminates data from the anonymous tip line;
- * Tracks narcotics related data;
- * Prepares various reports and manages the departments strategic plan;
- * Verbally and visually presents crime patterns, series and trends to both internal and external entities;
- * May conduct presentations at patrol briefings, staff meetings, citizen group meetings and City government functions;
- * Performs other duties as assigned.

Special Requirements:

- * Ability to obtain certification as FUSION Liaison Officer with the WV Intelligence Fusion Center within one (1) year from date of hire.
- * Ability to obtain security clearance with the Federal Bureau of Investigation (FBI) within a reasonable amount of time from date of hire.
- * Valid driver's license from the State of West Virginia.

Anyone with the required qualifications interested in applying for this position must submit a cover letter & resume to:

Teresa Hudrlik, Human Resources Director
City of Wheeling
1500 Chapline Street / Room 301
Wheeling WV 26003

**THIS NOTICE TO BE POSTED IMMEDIATELY
AND
TO REMAIN POSTED THROUGH FRIDAY, OCTOBER 20, 2017**