



# Washington County Sheriff's Office Hagerstown, MD JOB DESCRIPTION

TITLE: GIS\CRIME ANALYST

## CHARACTERISTICS OF THE ASSIGNMENT:

Performs responsible professional work involved in the production, distribution, training, data and application support of departmental geographic information system (GIS) database; developing GIS applications, and converting geographic information to digital data.

## ESSENTIAL DUTIES, RESPONSIBILITIES, AND TASKS:

These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

The Sheriff reserves the right to amend or deviate from this job description if, in his opinion, it is in the best interest of the Sheriff's Office.

1. Ensure spatial accuracy and data quality of geospatial and attribute data encoding to the departmental GIS database; perform high accuracy geospatial mapping techniques, link attributes to geospatial objects, and edit attribute database.
2. Provide GIS spatial and attribute data analysis, SQL database analysis, and create custom and complex GIS, digital mapping digital imagery, and custom database products, digital information, and hardcopy for internal and external customers.
3. Provide GIS database information and data for use by the department and outside agencies including private and public sector entities where applicable; coordinates hard copy map storage space and organization.
4. Assist with department-wide maintenance and support of GIS related applications, source code, data files, database system, and internet/intranet web data and coordinates related support with the GIS Office technical staff.
5. Performs work leading to the production of site specific and county-wide geographic maps to include digitizing cartographic documents and updating and maintaining existing digital layers in the GIS.

6. Manipulates database structures, converts analog map products to digital format, and digital data from one form to another using established conversion procedures.
7. Develops and performs analysis algorithms relating to graphic data sets in the GIS and compiles cartographic output from spatial, tabular and graphic data. Creates and codes new data sets for digitized layers in the GIS.
8. Perform related tasks as required.
9. Manipulates Arc View environments to produce geographic map views and layouts.
10. Assists staff in researching, preparing, and developing policies.
11. Provide demographic information for staff analysis and public inquiry and generate data for use in periodic reports.
12. Transfer of 911 address layers.
13. Manipulate property data in hardcopy and CAD format.
14. Coordinates all GIS database and software issues through the GIS Office of the Information Technologies Department.

**Crime Analyst related duties and responsibilities:**

1. Research, compile, and analyze data from a variety of sources.
2. Utilize modern research methods, including research design and advanced statistical analysis to identify and evaluate crime series, trends and patterns.
3. Organize and maintain manual information sources, files and automated systems for storage and retrieval of data.
4. Develop statistical information, forecast crime patterns, develop target profile analysis for various career criminals and provide investigative leads.
5. Conceptualize and convert raw data to valid criminal intelligence information.
6. Detect and understand the distinction between crime patterns and crime series.
7. Collect data, subject it to statistical tests, develop and test hypotheses and write conclusions of findings in a manner which adheres to commonly accepted criminal justice research standards.
8. Collect and analyze crime reports, arrest data, modus operandi information, field interview cards, citation information, and other crime and criminal related data.
9. Prepare and distribute information reports, such as crime summaries and trend analysis to departmental sections and agencies from other jurisdictions.

10. Provide analytical support to operational divisions within department for strategic and tactical decisions based on needs and/or requests.
11. Develop and maintain liaisons with other criminal justice personnel within and outside the department.
12. Use of computer programs to collect, retrieve, and analyze criminal information.
13. Participate in the formulation and implementation of a directed patrol program using crime analysis information as the basis of deployment.
14. Trains department staff in tasks associated with the development and maintenance of the geographic information system.
15. Conducts field studies as needed to gather data.
16. Analyzes computer output for completeness and accuracy and makes necessary corrections or updates

MINIMUM REQUIREMENTS:

1. U. S. citizenship or ability to produce documentation to establish legal ability to work in the United States.
2. High School diploma or GED recognized by the Maryland Board of Education
3. Possession of a valid driver's license
4. Possession of a working knowledge of Microsoft Office programs
5. Ability to complete any training required by the Sheriff's Office.
6. Ability to pass a comprehensive background investigation including (but not limited to) a physical examination, drug screening and a polygraph or other truth verification examination.
7. Ability to use a variety of office machines, i.e. copier, fax, personal computer, telephone, etc.
8. Ability to work with sensitive/confidential information and ability to maintain confidentiality of such information.
9. Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in geography, geographic information systems, planning, or related field and some computer assisted design experience. Experience with ESRI Software is preferred, **ArcView version 9.2**
10. Ability to complete related tasks as assigned by higher authority.

NECESSARY SKILLS AND ABILITIES:

Thorough knowledge and skill in maintaining multi-layered GIS databases; thorough knowledge and skill in utilizing ESRI GIS software and programming languages; excellent skills in mathematics, problem solving, writing and documentation; thorough knowledge and skill with remote sensing, photogrammetry and digital image processing; thorough knowledge of manual and digital cartographic techniques and standards; ability to comprehend and develop technical specifications for manual and GIS related products; ability to coordinate and integrate knowledge from various sources; ability to effectively communicate ideas both orally and in writing; ability to establish and maintain effective working relationships with associates, government officials and the general public.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, use of measuring devices, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

**THIS IS A 12 MONTH GRANT FUNDED POSITION THAT IS AT COUNTY WAGE GRADE 11 W/BENEFITS. IT IS ANTICIPATED THAT THE GRANT WILL BE RENEWED ANNUALLY, OR THE POSITION MAY BE MADE PERMANENT, IF APPROVED BY THE WASHINGTON COUNTY BOARD OF COUNTY COMMISSIONERS.**