

South Jordan City

Job Description

Title: Investigations Analyst I
Org: 100600
Pay Grade: 6

Effective Date: 5/12/16
FLSA: Non-Exempt
Workers Comp: Clerical

GENERAL PURPOSE

Perform working level staff support and assistance to the Investigations Unit. Perform a variety of clerical and technical support related duties designed to assist and expedite the administrative processes and procedures related to the Investigations Unit.

SUPERVISOR

Detective Sergeant

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's supervisor.

Job attendance is required, except for authorized leave.

Operate telephone and paging communication equipment; receive, respond to and direct incoming telephone calls; query callers to identify needed assistance, determine appropriate criminal investigator and direct calls accordingly.

Process, type, file, and maintain a variety of confidential police reports and records; identify nature of crimes by established categories and classifications.

Perform secretarial and clerical related duties as needed to complete forms, memos, letters, schedules, applications and/or other records related issues.

Assure the proper dissemination process of documents at various stages of the legal system process. Locate police reports and makes copies for the detectives, and/or prosecution offices as necessary.

Perform various record tracking activities as needed to support ongoing criminal investigations, intelligence gathering, and background investigations, to include but not limited to: vehicle registration, criminal history, warrant information, and other contemporary criminal intelligence sources.

Attend and participate in professional group meetings; attend training meetings to stay abreast of new trends and innovations in the field of investigations analysis.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from High School or G.E.D.;
 - AND
 - B. Two (2) years of administrative experience involving organization, analysis, and time management, preferably in a law enforcement setting.
2. Special Qualifications:

Review Date: 5/12/16

BCI Certification within six (6) months of hire.

3. Knowledge, Skills and Abilities:

Working knowledge of Federal, State and Local laws, codes, and regulations; penalties associated with various offenses; police records management requirements; proper grammar, spelling, and punctuation; interpersonal communication skills; modern filing systems related to alphabetical and numeric files; telephone systems; telephone etiquette; operation of a variety of standard office machines including computer terminal, fax machine, and copy machine, etc.

Ability to operate a personal computer and Microsoft products.

Ability to exercise initiative, independent judgment and to act resourcefully under varying conditions; maintain strict confidentiality related to sensitive administrative and legal information; work under time pressures and work deadlines. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminate thinking.

4. Working Conditions:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, such as walking, standing, stooping, sitting, reaching, talking, hearing, and seeing. Common eye, hand, finger, leg, and foot dexterity exist.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Clerical Non-Exempt	EEO-4 Class:	Admin Support
Location:	Police	EEOP Class:	Admin Support
Group/BU:	General Pay Plan	Tech-Net Match:	None