

OFFICE OF THE SHERIFF

Clay County, Florida

D. R. Daniels, Sheriff

Office Memorandum

JOB NOTICE

DATE: May 9, 2017
POSITION: Crime Analysis Unit Manager
REPORTS TO: Chief of Support Services
STARTING SALARY: \$44,712 annually, pay grade 16
DEADLINE TO APPLY: May 26, 2017 at 5:00 p.m.

The Sheriff is posting a notice of opportunity to transfer to the position of Crime Analysis Unit Manager.

Specific duties may include, but are not limited to:

- Responsible for the operation of the Crime Analysis Unit.
- Analysis of complex law enforcement data that includes the interpretation of patterns, series, trends and the anticipation of criminal activity.
- Software and hardware acquisitions.
- Report creation and automation.
- Intelligence gathering and dissemination.
- Performs additional duties, which may be required from time to time

Minimum qualifications:

- A minimum of three years of experience with geographic information systems (GIS).
- A minimum of three years of experience supervising multiple crime and intelligence analysts.
- A minimum of five years of experience with law enforcement agency within crime analysis.
- A minimum of a bachelor's degree (master's degree preferred) in Criminal Justice, Criminology, Public Administration, or closely related field.
- The ability to submit to and successfully pass a comprehensive law enforcement background investigation.

If you are interested in this position, you must complete the CCSO form "Promotion/Job Transfer Application" (CCSO/HR-272) and submit it via your chain of command.

All completed forms need to be forwarded to the Human Resources Department. Additionally, please notify Windy Hunter at extension 6049 in Human Resources of your interest.

Thank you.

Equal Employment Opportunity Employer