

Job Description

Missouri State Highway Patrol

Class Title: UCR/NIBRS Analyst

Title Code: V00535

Effective Date: 11/12/03

Date Reviewed:

Date Revised: 09/27/2007 TS

Immediate Supervisor: CJIS Manager

Position Supervised: None

FLSA Classification: Non-exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

The individual assigned to this position works closely with the CJIS Manager performing technical and professional statistical reasoning work involving data and statistical compilation, coding and collection, data entry, statistical report design, generation, and distribution, and statistical data analysis for various programs associated with the UCR/NIBRS and the Missouri Uniform Law Enforcement System/National Information Center (MULES/NCIC) program. The individual also assists the UCR Trainer/Quality Assurance Auditors conducting fieldwork. General supervision is received in the performance of duties. However, the employee is expected to exercise considerable initiative and independence within the area of responsibility.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in positions of this class.)

Reviews, analyzes, codes, edits, and processes data pertaining to the UCR/NIBRS program using established guidelines to ensure accuracy, validity and compliance with reporting regulations of a specific UCR/NIBRS program.

Reviews sensitive information entered by law enforcement agencies accessing MULES/NCIC to ensure accuracy and validity of the MULES/NCIC system.

Administers RACF security and profile management and regulates the security and access to the MULES/NCIC database; assists criminal justice agencies with problems and issues that arise while accessing these systems.

Responds to, analyzes and resolves routine and nonroutine data or statistical variances by contacting the reporting agency or agencies.

Researches applicable files and databases and performs programming techniques in order to provide data on criminal activity from local, state, and federal agencies.

Assists the CJIS Section trainers/auditors with audit reports and preparing appropriate documentation.

Prepares written and oral communication in response to requests for information from various sources. May assist with training of clients on UCR/NIBRS reporting if requested.

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Analyzes, interprets, and communicates crime categories to correspond with UCR/NIBRS reporting requirements.

Validates and distributes tables, charts, graphs and statistical reports to internal and external clients using established schedules.

Attends UCR/NIBRS reporting meetings and training as needed.

Performs general office duties (e.g., answers telephone, sorts mail, provides client assistance over the telephone, etc.).

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of statistical concepts and methods.

Knowledge of report design and techniques.

Knowledge of the criminal history reporting system relating to UCR/NIBRS and criminal justice arrest procedures.

Knowledge of data processing concepts.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to interpret and enter data into the computer database and on hard copy.

Ability to prioritize and organize work effectively.

Ability to clearly and concisely write reports, etc.

Ability to operate modern office equipment (e.g., personal computer and printer, AS/400, telephone, copier, etc.).

Ability to establish and maintain harmonious working relations with others.

Ability to attend meetings and training seminars as needed.

Ability to learn FBI guidelines and regulations for UCR, Incident Based Reporting, Hate/Bias crime, domestic violence and related programs.

Ability to work with other law enforcement agencies in order to implement a statewide UCR/NIBRS program.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to type 40 words per minute with ten (10) errors or less.

Ability to work with materials that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

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MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from an accredited four-year college or university with a degree in business administration, computer information science, criminal justice, or related field.

OR

An associate's degree with education in statistical analysis, law enforcement, computer science, business administration, or closely related field AND two years experience in law enforcement or a closely related field.

NECESSARY SPECIAL REQUIREMENTS

Must possess a valid Missouri drivers' license.