



Delta Police Department

Junior Crime Data Analyst

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| Posting #: CI19-22 | Posting Date: October 23, 2019 | Closing Date: October 30, 2019 | |
| Affiliation: CUPE | Status: Regular Full-Time (RFT) | Salary: PG 22 \$33.60 - \$39.56 / hour | Hours: 35 Mon – Fri 0800 – 1600 |

Nature and Scope of Work:

This is specialized clerical work in assembling, maintaining, extracting, reviewing, verifying, correlating and disseminating data pertaining to specific crime types. The incumbent will compile, review, verify, monitor and analyze information from various sources and identify various crime trends, patterns and relationships. An employee of this class also prepares a variety of information materials such as profile packages, synopses and information bulletins, maps and charts. Considerable independence and judgement are exercised within the framework of established guidelines while unusual or policy matters are referred to a superior who reviews performance for overall results and conformance with established practices and standards.

Required Knowledge, Skills and Abilities:

- Considerable knowledge of the work methods, procedures and techniques used in the maintenance, review, verification, correlation and analysis of specific categories of crime data.
- Considerable knowledge of the rules, regulations and policies governing the work.
- Considerable knowledge of the software applications used in the work.
- Sound knowledge of police crime investigation activities and procedures related to the work.
- Ability to perform detailed data maintenance, review and verification tasks, to search for and assemble data, and to identify relationships, trends and patterns from among a variety of data.
- Ability to prepare, process, obtain and disseminate a variety of records related to the work.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts.
- Skill in the operation of equipment used in the work.

Desirable Training and Experience:

Completion of Grade 12 supplemented by courses related to the work plus considerable related experience; or an equivalent combination of training and experience.

Required Licenses, Certificates and Registrations:

None

Security clearance is required and will be maintained throughout employment.

Recruiting Process: Applicants will be required to submit a cover letter & resume (demonstrating skill set and experience), complete a series of test questions, and participate in a panel interview. Details to follow.

How to Apply: Resume and cover letter for this position must be submitted to **Katie Pokorna, Human Resources Assistant, by 1630 via E-Mail: kpokorna@deltapolice.ca** on the **closing date indicated above**. When applying for this position, please quote the posting number.