

FORSYTH COUNTY, GEORGIA CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE:REAL TIME CRIME CENTER INTELLIGENCE ANALYST

PURPOSE OF CLASSIFICATION

The purpose of this classification is to collect, analyze, and report data to provide operational support to the Forsyth County Sheriff's Office.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Inputs, accesses, and queries data in various County, State, and Federal computer systems, including Geographical Information Systems (GIS), Computer Aided Dispatch (CAD), Records Management Systems (RMS), Georgia and National Crime Information Center (GCIC/NCIC) databases, and other systems. Utilizes computer to enter and retrieve data, sort, and record files.

Makes use of real time crime center software, license plate reader software, and all other available law enforcement technologies to coordinate crime solving efforts in relation to active calls for law enforcement service, ongoing investigations, and law enforcement requests.

Detects and responds to active law enforcement dispatches from multiple real time sources such as Forsyth County 911 dispatch, closed circuit television cameras (CCTC), video wall displays, live and previously recorded DOT cameras, license plate reader cameras, phone calls, open-source internet, and other sources.

Views active incidents via Mobile Computer Terminal (MCT), Computer Aided Dispatch (CAD), or other resources then prioritizes, analyzes, supports, and assists responders by providing real time data.

Detects and verifies field device failures. Responds to device failures, including actions such as confirmation of failure through use testing, acknowledgement, documentation, reporting, and following up. Maintains ongoing records pertaining to the status of all cameras and technology within the Real Time Crime Center's granted access. Attends training and studies current literature on research methodology, law enforcement issues, and current law enforcement technology, while making appropriate recommendations for improvements in Real Time Crime Center practices.

Assists in the design, testing and/or maintenance of operational databases, analytical software, hardware, and peripheral equipment to enhance the quality of work product, improve productivity, and ensure equipment is functioning properly.

Testifies in Court: may be called to testify or to be a witness concerning incidents handled during course of job and job functions.

Establishes and maintains effective relationships with public safety responders, 911 staff, Sheriff's Office chain of command, other departments, state agencies, the public, and peers.

Communicates with law enforcement officers via two-way radio, emails, messaging, and other mediums to convey information related to active incidents or post-incident investigations.

ADDITIONAL FUNCTIONS

This classification is designated as a safety sensitive position which is subject to random drug and alcohol testing and any other drug testing methods as stated in policies adopted by Forsyth County concerning drug and alcohol.

Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High School Diploma or GED required and successful completion of in-house training; Associate Degree in Criminal Justice, Communications, Business, or related field preferred supplemented by two (2) or more years of progressively responsible and knowledgeable support work experience in a criminal justice or law enforcement agency that provides broad knowledge of law enforcement activities, investigations, and follow up activities or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

- Will be required to pass a background investigation.
- Required to pass a polygraph examination.
- Must be 18 years of age.
- Must possess and maintain a valid Georgia driver's license.
- Must complete the agency's RTCC Field Training Program.
- Must obtain NCIC/GCIC Certification with 30-days of assignment.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute mean, median, mode, standard deviation, probability, regression, correlation, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Forsyth County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.