



**Affirmative Action Committee**  
Marion City Hall  
233 West Center Street  
Marion, Ohio 43302

January 21, 2022

TO WHOM IT MAY CONCERN:

The City of Marion has an immediate need to hire a person for the following position in the **Police Department**.

**Crime Analyst** – This is a full-time, non-exempt position with a starting hourly pay rate of \$19.65 per hour and tops out at \$26.19/hr. upon successful work performance after 15 months. Highlights of this job description are listed below with a full job description attached.

**Note:** - This position will be responsible for preparing, analyzing, and disseminating information relevant to actual and anticipated criminal activity. Individual will maintain systems for storage and retrieval of information, work to promote the exchange of information with various agencies. Must be able to input information into computer programs for analysis and report generation, make oral presentations to City Council and focus groups, and represent the City and Police Department in the community at various community forums.

- Associates Degree and/or two years related experience or training required.
- Must have good computer skills, as well as good presentation skills.
- Passing of a Background Check, Physical Examination, Drug and Alcohol Tests are conditions of employment. Must not use any tobacco products.

Application Opening Date/Time: Monday, January 24, 2022 at 8:00 am  
Application Closing Date/Time: Friday, February 4, 2022 at 12:00 pm  
Applications may be obtained from: Human Resources Office, 233 W. Center St., 3<sup>rd</sup> floor  
- OR - download from [www.marionohio.us/employment](http://www.marionohio.us/employment)

**It is the policy of the City of Marion not to discriminate in the selection of candidates.**

A handwritten signature in black ink that reads "Janell O'Neil".

Janell O'Neil  
City of Marion

**Attachment**

cc: Committee Members	Public Works Director	Auditor	IT	Probation
Support Data List (AA)	HRAA – O'Connor	Council	Law Director	Senior Center
Mayor Schertzer	HRC – Mayes	Engineering	Municipal Court	Transit
Safety Director	City Hall – 3 Floors	Fire Dept – 3	Parks	Utility Billing
Service Director	Airport	Garage	Police Dept	WWTP

WHEN POSTING, PLEASE DISPLAY IN AN AREA ACCESSIBLE TO THE GENERAL PUBLIC.

**AN EQUAL OPPORTUNITY EMPLOYER**

# MARION CITY POLICE DEPARTMENT

## FUNCTION INVESTIGATION DIVISION

### POSITION DESCRIPTION

CRIME ANALYST

055

CLASSIFICATION: Civilian (Non-exempt, Non-Bargaining)

ORDINANCE: 2021-60

The Crime Analyst will prepare, analyze, and disseminate information relevant to actual and anticipated criminal activity; to increase the effectiveness of patrol deployment, crime prevention and the apprehension of suspects; liaison with the prosecutor offices; and to perform special assignments as assigned.

The duties of the Crime Analyst include:

- Prepare, analyze, and disseminates information relevant to actual and anticipated criminal activity utilizing modern research methods including research design statistical analysis, trends and patterns, victim and suspect analysis, and other quantitative research techniques.
- Apply knowledge of criminal justice system and standard police procedures to determine methodology of collecting and collating data from a variety of sources for analytical use; produce tactical action plans to effectively deploy personnel for problem-oriented policing using calls for service and levels of service provided; conduct special research and analytical studies of suspects, incidents, and crime patterns; prepare and produce crime data reports and studies.
- Maintain manual and automated systems for storage and retrieval of crime information and intelligence, including logging crime reports, determining what information to store according to Ohio Attorney General's guidelines for maintaining criminal intelligence files, and making data entries.
- Work effectively to promote the exchange of information internally and with the prosecutor offices; develops and maintains effective liaison with State and local law enforcement agencies to exchange intelligence information.
- Operate PC based computer systems and related peripherals; utilize appropriate software for maximum efficiency for analytical use and desktop publishing.
- Provide administrative crime analysis by generating special reports to City and Police Department Administrators.
- May conduct and assist in department training programs.
- As needed, make oral presentations to City Council and various focus groups; represent the City in the community at various crime related community forums.
- Perform other duties as assigned.

Qualifications to perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Education and/or Experience: Associates degree from two-year college or university; and/or two years related experience and/or training; or equivalent combination of education and experience.
- Language Skills: Ability to communicate clearly and concisely, both orally and in writing.
- Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.