

## **PROGRAM STATISTICIAN - POLICE**

**DISTINGUISHING FEATURES OF CLASS:** This work involves responsibility for the review of arrest and crime reports, the analysis of computerized crime information, and the preparation of Federal, State and departmental reports. The work is of a technical nature and involves analyzing and categorizing complex data sets and preparing statistical reports of these analyses. The incumbent is under the direct supervision of the Commander and/or Lieutenant of the Albany Police Department's Administrative Services Bureau.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Reviews and analyzes crime and arrest data and prepares statistical reports regarding criminal activity in the city;
- Classifies Uniform Crime Reports and Incident Based Reports on a monthly basis for review by State and Federal agencies;
- Compiles and maintains data on specific crime or disorder problems for use in problem solving efforts within the department;
- Tabulates, categorizes and estimates value of stolen and recovered property;
- Calculates daily and monthly totals on arrests and lock-up detention counts;
- Assesses new practices developed in response to identified crime and disorder problems;
- Calculates data to determine crime rates, juvenile crime rates, arrests per division, arrest figures and categorizes this data by station and patrol zones;
- Geocodes incidents for use in crime mapping systems;
- Prepares statistical reports and presentations regarding crime trends and problem analyses for members of the Albany Police Command Staff;
- Works with Department members and outside researchers on Department approved research projects;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of crime terminology and classification;
- Good knowledge of police organizations and operations;
- Good knowledge of personal computers and office equipment;
- Working knowledge of the principles of statistical analysis;
- Ability to analyze and organize complex data and prepare statistical records and reports;
- Ability to understand and summarize information from research reports;

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- Ability to perform mathematical and statistical computations;
- Ability to interpret and organize data and use it to prepare briefings in a clear and understandable format;
- Ability to work well with others;
- Resourcefulness;
- Reliability;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's degree in Criminal Justice or a related field and one (1) year of professional experience in a criminal justice services setting; **OR**
- B. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's degree in Criminal Justice or a related field and three (3) years of professional experience in a criminal justice services setting; **OR**
- C. Any equivalent combination of training and experience as defined by the limits of (A) or (B) above.