FULTON COUNTY DISTRICT ATTORNEY'S OFFICE

JOB DUTIES DESCRIPTION
Crime Data Analyst/Legal Specialist
Administrative Division

The Office of the Fulton County District Attorney is seeking an experienced candidate to serve as Crime Data Analyst/Legal Specialist. The position is primarily responsible for performing professional legal work supporting the District Attorney, attorneys, judges and or the courts by providing data, statistics, analysis and related information for decision-making purposes; presenting analysis and statistics in various internal and external forums, and participating and providing information to a variety of criminal justice stakeholders.

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.

- Develop statistical data resources to assist in proactive and targeted investigations, preventative enforcement and education, identification of crime patterns, trends, and criminal organizations.
- Use computer databases, electronic spreadsheets, desktop publishing, word processing, and statistical applications to manipulate, analyze, and present data.
- Study current literature on research methodology and crime related issues, and make appropriate recommendations for improvements in crime analysis and prosecution practices.
- Aid in guiding the office on how crime prosecution products should be used to combat crime and disorder problems in the city. Develop statistical data resources to assist in proactive and targeted investigations, preventative enforcement and education, identification of theft patterns, trends and criminal organizations, and identification of known and repeat offenders.
- Use computer databases, electronic spreadsheets, desktop publishing, word processing, and statistical applications to manipulate, analyze, and present data.
- Study current literature on research methodology and police issues, and make appropriate recommendations for improvements in crime analysis practices.
- Conduct briefings and presentations of analytical findings and conclusions.
- Make written and oral presentations, using maps, charts, and graphs, to inform the Office of the District Attorney of emerging or existing data related to crime and prosecution statistics
- Collect and organize criminal information from all available resources, including the Uniform Crime Reporting (UCR) system, the National Incident-Based System (NIBRS), field interview reports, intelligence sources, other agencies, media, crime bulletins, review of crime reports and supplements, informational surveys, and retrieval of crime

information in order to study and analyze past and existing crime series, patterns and trends.

- Compile information, analyze findings, make interpretations, and write comprehensive reports based on data; use these findings to identify information gaps and future collection requirements.
- Prepare and present complex and detailed statistical/analytical and research reports/information using principles and practices of professional and technical report writing. Draft correspondence and presentation materials. Present research summations and convert findings to practical applications.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:
Juris doctor degree required; supplemented by two year(s) of experience in criminal justice, legal support, or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.   Two years of experience performing statistical analysis and research including analyzing data, developing recommendations, implementing strategies and preparing reports of findings and recommendations, preferred.

Specific License or Certification Required:
Certification as a Notary Public (issued by the Clerk of Superior Court within county of current residency).

Specific Knowledge, Skills, or Abilities:
Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all county or departmental policies, practices, and procedures necessary to function effectively in the position.   Requires knowledge of legal terminology, judicial processes, and court procedures. Requires knowledge of legal research methods and techniques. Preferable knowledge and experience in data analysis, research methods, theory, and statistics, preferably in a law enforcement capacity; ability to conduct complex statistical and analytical studies, high level of proficiency with relational database and spreadsheet applications including Access and Excel; and a firm fundamental understanding of relational databases. SQL/Access experience preferred.   Ability to communicate effectively across all levels of an organization.

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

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 the ability to perform mathematical operations with fractions; may include the ability to compute discount, interest, and ratios; may include the ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness, and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

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

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, explosives, firearms, water hazards, violence, disease, pathogenic substances, or rude/irate customers. Fulton County 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.

Annual Salary Range:

$53,332-79,997

Please email your resume to da.employment@fultoncountyga.gov