

City of Lowell
Job Description
Please Post ~February 10, 2014
Deadline ~ February 20, 2014
Police Department
NIBRS Tracking Analyst

ANTICIPATED VACANCY

Job Title: NIBRS Tracking Analyst (1100-DH08, 1984)
Department: Lowell Police Department
Reports To: Supervisor-in-charge of Administrative Services
Union: Non-Union/Ordinance
Salary Range: \$37,496.20 (min) to \$43,938.96 (max) - 40 hours per week
GRANT FUNDED

SUMMARY

The NIBRS Tracking Analyst will compile and submit all NIBRS data to the FBI to ensure the reliability and validity of the LPD's statistics.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Investigate all criminal records, files and resources to obtain necessary information;
- Retrieve information and data from files and records for NIBRS submission;
- Submit NIBRS data to the Massachusetts State Police on a monthly basis;
- Check for accuracy and completeness;
- Complete NIBRS training as required by the Massachusetts State Police and FBI;
- Photocopy, fax, and type, as necessary;
- Remove files from file cabinets and packing them into boxes for storage; and
- Perform related duties as required.

QUALIFICATIONS

To perform this job successfully, an 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

Minimum three years related experience and/or training; or equivalent combination of education and experience. Knowledge of routine office practices, knowledge of procedures for processing and distributing materials, knowledge of filing and retrieval procedures, knowledge of spelling, ability to analyze data and other information, ability to verify and check information, ability to follow directions, and ability to type 30 error free words per minute. Data entry and word processing skills desired.

Substitutions:

Successfully completed education at a recognized non-degree granting business school above the

high school level may be substituted for a maximum of one year experience on the basis of one year of education for six months of experience. Successfully completed education towards a degree at a recognized school may be substituted for a maximum of two years of the required experience on the basis of one year of education for six months of experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
Ability to create databases and conduct statistical evaluations.

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.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock (electrical outlets). The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

Qualified individuals send resume and/or application with cover letter to the Human Relations Office, Mary Callery, Human Relations Manager, Rm 19~City Hall, Lowell, MA 01852 by 4:00 PM: Deadline ~ February 20, 2014. Applicants may also fax resume and/or application to 978-446-7102 or email to cityjobs@lowellma.gov

EOE/AA/504 Employer