



CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	Intern, Crime Analysis	BAND/LEVEL:	NE/00
DEPARTMENT:	Police Department	JOB NO:	INT931
DIVISION:	Investigations Division Support Services	DATE:	10/15/2018
REPORTS TO:	Supervisor, Crime Analysis	FLSA STATUS:	Non-Exempt
FT/PT/SEASONAL:	Seasonal	COST CENTER:	221
REPLACES:	N/A	LAST REVISED DATE:	06/06/2014

JOB SUMMARY STATEMENT: Produces a weekly warrant report, FIF summary report, arrest report, student contact report, and monthly Oak Park Mall summary, or CAD/CFS summary from a query in MS Access. Researches in ILeads, KCJIS or JIMS to obtain photographs to accompany reports. Creates summaries of narratives and supplements from ILeads. Saves reports in the proper format and distributes. Reads informational reports and compares to crime reports. Processes information regarding registered sex offenders and maintains a log of offenders. Researches in ILEADS and online for stolen property and photographs. Scans and indexes documents and photographs.

DUTIES AND RESPONSIBILITIES:

1. Produces a weekly warrant report, FIF summary report, arrest report, student contact report, and monthly Oak Park Mall summary, or CAD/CFS summary from a query in MS Access.
2. Researches in ILeads, KCJIS or JIMS to obtain photographs to accompany reports.
3. Creates summaries of narratives and supplements from ILeads. Saves reports in the proper format and distributes.
4. Reads informational reports and compares to crime reports.
5. Processes information regarding registered sex offenders and maintains a log of offenders.
6. Researches in ILEADS and online for stolen property and photographs.
7. Scans and indexes documents and photographs.
8. The intern must work the days and hours necessary to perform all assigned responsibilities and tasks.
9. The intern must be punctual and timely in meeting all requirements of performance.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- High school diploma or equivalent.

EXPERIENCE:

- General clerical computer experience preferred.
- Advanced computer skills preferred.
- **Access to the Kansas Criminal Justice Information System (KCJIS) is required, so the following KCJIS requirements apply:**
- Must be at least 18 years of age
- Must have not been convicted of a felony or serious misdemeanor.

SKILLS:

- Analytical skills
- Attention to detail
- Computer software skills in database, spreadsheets, word-processing and internet programs
- Good written and oral communications skills
- Good reading skills
- Good listening skills
- Organizational skills
- Time management skills
- Data entry skills

MENTAL REQUIREMENTS:

- Ability to read and comprehend city, state, and federal policies and regulations
- Ability to read and understand police files and codes
- Ability to organize computerized files and retrieve data effectively.
- Alpha and numeric recognition
- Ability to meet deadlines
- Ability to prioritize multiple tasks
- Ability to work independently
- Ability to work in fast-paced environment with many interruptions
- Ability to analyze and recommend possible solutions
- Ability to carry out assignments through oral and written instructions
- Ability to recognize and protect confidential information
- Ability to understand and operate various computer software

PHYSICAL REQUIREMENTS:

- Hand and eye coordination adequate to operate a computer and other office equipment
- Visual stamina and acuity to review alpha/numeric data and to spend extended periods looking at a computer screen
- Ability to make and receive phone calls
- Ability to identify and distinguish colors
- Ability to sit at a desk for an extended period to time

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- None.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.