

# OFFICE OF THE SHERIFF

Clay County, Florida

D. R. Daniels, Sheriff

Office Memorandum

## JOB NOTICE

**DATE:** April 23, 2018  
**FROM:** Joe Bucci, Chief of Personnel  
**POSITION:** UCR Analyst  
**REPORTS TO:** UCR Supervisor  
**STARTING SALARY:** \$28,822 annually  
**DEADLINE TO APPLY:** May 3, 2018 at 5:00 p.m.

*The Sheriff is posting a notice of opportunity for the position of UCR Analyst.*

Specific duties may include, but are not limited to:

- Review reports for proper UCR classification;
- Review reports for accuracy and completeness of entry;
- Review reports for proper elements of clearing or un-founding;
- Maintain electronic and paper files of statistical crime data;
- Provide direct support in the gathering and reporting of data for criminal activity;
- Conduct skilled research using a variety of state-of-the-art analytical principles;
- Performs additional duties, which may be required from time to time.

Minimum qualifications: Must have a high school diploma or equivalent. At least one year experience in this job field and/or related jobs.

If you are interested in this position, please submit your application and resume on line to [apply@claysheriff.com](mailto:apply@claysheriff.com) by the deadline date.

Thank you.

***Equal Employment Opportunity Employer***

Our Community, Our County, Our Responsibility...  
*We're All In This Together*