

OFFICE OF THE SHERIFF

Clay County, Florida
Darryl Daniels, Sheriff
"Selfless service for all."

Office Memorandum

JOB NOTICE

Date: 1/11/2019
Position: Crime Data Analyst
Reports To: Crime Analysis Unit Supervisor
Deadline to Apply: Until filled

Specific duties may include, but are not limited to:

- Setup, modify and test new functionality for crime analysis software.
- Assist Information Technology with maintaining database updates, hot fixes and system upgrades.
- Facilitate accurate and thorough testing of system changes, code updates and configuration modifications.
- Maintain documentation of system setup, codes and reports.
- Assist in the development of applications to better meet the needs of accurate and detailed crime statistics and analysis reporting.
- Prepare reports on request for information from various databases.
- Consult with members of the Crime Analysis Unit for specific application needs and proper resource and design specifications.
- Additional duties as required.

Minimum qualifications: Associate Degree with course work in Data Science, Database Administration or similar discipline. Knowledge of Windows based operating systems (Windows 7 and up), familiarity with Microsoft SQL Server, Microsoft SQL Management Studio and proficiency with T-SQL statements, SQL scripting and with reporting software such as Power BI and Crystal Reports. Proficiency in Microsoft Access, database analysis, and statistics.

If you are interested in this position, please submit your completed application and resume to apply@claysheriff.com by the deadline date.

Thank you.