

St. Lawrence County Government  
Position Advertisement Form

St. Lawrence County Sheriff's Department is in search of:

**Crime Analyst**

**Salary:** \$62,894 with excellent benefits as described below

**Benefits:** Generous vacation and sick time allowance, Public Service Loan Forgiveness eligibility and the option to enroll in the St. Lawrence County's health insurance or opt out of the insurance and receive a buyout in the amount of \$2,000 for single coverage or \$4,000 for family.

The Crime Analyst's role is generally to provide timely and relevant information on crime patterns and trends and to assist operational and administrative personnel in planning the deployment of resources for the prevention and suppression of criminal activities. The incumbent will aid in the investigative process and provide timely information to increase the apprehension of offenders and the clearance of cases. The work involves responsibility for gathering and reviewing crime incident data, arrest reports and calls for service submitted by police personnel for the purpose of identifying crime trends through statistical and spatial analysis. The work involves analyzing, categorizing, tabulating and mapping data on crimes and arrests for New York State reports, intra-departmental reports, preparing presentations to command staff and special assignments. This civilian works under the direct supervision of police personnel with considerable leeway to exercise independent analytical judgment on findings and recommendations. This work often involves a responsibility to improve the quantity and quality of available data. The work may involve handling confidential or sensitive information. Does related work as required

**MINIMUM QUALIFICATIONS: EITHER:**

- A. Possession of a Bachelor's degree in Criminal Intelligence Analysis, Criminal Justice, Criminology, Computer Forensics, Criminal Forensics, Forensic Science, Digital Forensics or Cybersecurity; **OR**,
- B. Associate's degree in Criminal Intelligence Analysis, Criminal Justice, Criminology, Computer Forensics, Criminal Forensics, Forensic Science, Digital Forensics or Cybersecurity **AND** two (2) years of full-time paid work experience in cyber, forensic or criminal investigations for a law enforcement agency; **OR**,
- C. Four (4) years of full-time paid work experience in cyber, forensic or criminal investigations for a law enforcement agency; **OR**,
- D. An equivalent combination of training and experience as defined by the limits of A, B, and C above.

**Special Requirements:**

- Must obtain Crime Analysis Certification issued by the Division of Criminal Justice Services (DCJS) within the applicable period established by the appointing authority.
- Must possess a driver's license issued by the New York State Department of Motor Vehicles at time of appointment and during service in this classification.

Additional Employment Information: **This is a provisional appointment. The successful applicant will need to take a civil service examination and score within the top three interested candidates in order to be permanently appointed.**

Applications accepted until position is filled.

**You can apply online at <https://stlaw-portal.mycivilservice.com>.**

Applications can also be obtained from the St. Lawrence County's website,  
<https://stlawco.gov/Departments/HumanResources> or by contacting Human Resources  
(315)379-2210.

Send application to:  
St. Lawrence County Human Resources Office  
48 Court Street  
Canton, NY 13617  
**AA/EEO**

**08/23/2024**