



**University of Texas at El Paso
Job Description**

Job Code: 16325
Job Title: Police Administrative Services Analyst
Department: University Police
Reports To: In accordance with specific departmental policies
FLSA Status: Non-Exempt
Prepared By: Human Resource Services
Creation / Revision Date: November 18, 2014

Summary: Under general supervision, perform a wide variety of technical duties related to police operations, including data entry, data inquiry, and specialized administrative assistance in support of police operations.

Note: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Statement of Duties and Responsibilities:

Provide support for police staff and detective unit.

Maintains confidentiality, works with restricted information and be able to be screened or cleared to work with or have access to sensitive or confidential information.

Present information in a professional and timely manner to police executives, leadership, and other individuals or groups on a regular basis and as requested.

Develop and maintain files, records, and databases, data system integrity and security, electronic spreadsheets, desktop publishing, word processing, and statistical application. Manipulate, analyze and present data.

Understand and work with the El Paso County ILEADS/Pawn system.

Understand and work with the Department of Education, Jean Clery Act., Title IX and related criminal and administrative laws and regulations.

Provide technical information pertaining to the services of the records function.

Provide information regarding department policies, procedures and regulations.

Participate in police records operations processes including procedure development and implementation.

Use a computer to code crimes, and check verify police reports in support of the detective function.

Use various data bases to perform background checks.

Ability to research, prepare and provide photographic line-ups.

Provide administrative and investigative support to include CLERY, UCR, NIBRS, PAWN and other sources.

Ability to interpret and explain complex statistical data to a wide variety of constituencies.

Excellent verbal and written communication skills.

Ability to take initiative and work independently.



Ability to produce reports on demand and in a timely professional manner.

Ability to produce well-written publications for public release as required by the Jean Clery Act, and in support of the detective and administrative function.

Working knowledge of civil and criminal laws.

Ability to use social media in support of police administration and the detective function.

Professional demeanor.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.

Supervisory Responsibilities: No supervisory responsibilities.

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.

Minimum Education required: Bachelor's degree in Criminal Justice, Business, Public Administration, a social science, or related field and 5 years of experience in research, analysis, and interpretation of law enforcement data or related field.

Minimum Experience required: Working knowledge of MS Office Suite for Excel, Power-Point, Access, and Word. Knowledge in relational database and excel sheets. Working knowledge of Administrative regulatory standards of the Jean Clery Act, NIBRS/UCR, NCIC/TCIC, NLETS/TLETS, ILEADS, Pawn, and related laws and regulations. Working knowledge of the laws and regulations governing police records. Ability to interpret procedures, laws, and policy related to police operations.

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 must frequently sit. The employee must regularly walk and stand; use hands to feel; reach with hands and arms; and talk or hear. The employee must lift and move up to 25 pounds.

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.

The noise level in the work environment is usually moderate.