



CRIMINAL ANALYST

EFFECTIVE JUNE 1, 2026

JOB SUMMARY: The Criminal Analyst is a civilian employee (non-sworn) who is responsible for performing statistical and legal research relating to crime pattern direction, suspect-crime correlation, target suspect data and crime forecasting. The Criminal Analyst is expected to provide accurate and timely crime and intelligence information in support of patrol operations, criminal investigations, crime prevention, and administrative functions. Job duties are technical in nature, and support the overall Shelby County Sheriff's Office mission. Work is performed independently, under general supervision from the Sheriff, Chief Deputy or designee. Work is reviewed for accuracy, productivity and compliance with established procedures. This position does not supervise others.

REPORTS TO: Captain - Criminal Investigations Division Commander

ESSENTIAL FUNCTIONS:

- Providing intelligence products and reports to include relevant statistical, analytical, and research data for use in decision-making
- Working with federal, state, and local agencies to share intelligence information to assist in investigations
- Analyzing statistical data to assist in proactive and targeted investigations
- Interacting and communicating with other law enforcement personnel and analysts within fusion centers (e.g., Metro Area Crime Center) to obtain and share intelligence
- Checking anonymous tips for leads and intelligence
- Utilizing various methodology to assess crime data and develop suspect profiles
- Utilizing various methods of analysis depending on the need (e.g., link analysis, film analysis, temporal analysis, spatial analysis, financial analysis, phone tree analysis, etc.)
- Providing case support to criminal investigations by geographically linking criminal intelligence to individuals, organizations, and criminal activity
- Developing crime reports, mapping criminal activity, bulleting, charts, etc., to support policing activities
- Conducting presentations to inform of crime data, trends, patterns, etc.
- Putting statistical reports together on a weekly/monthly/or on as-needed basis
- Preparing custom reports as requested to support the Sheriff and administration with meetings, presentations, decision-making, budgets, etc.
- Other job functions as assigned

SUPERVISION EXERCISED: None.

KNOWLEDGE, SKILL, & ABILITIES:

Knowledge of:

- United States constitutional laws
- State and federal laws



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- Crime analysis techniques (types, functions, and processes utilized)
- Crime-related terminology
- Criminal justice system functions and processes
- Automated law enforcement information systems
- SCSO record management systems
- Methods and techniques used in researching, compiling, sorting, evaluating and analyzing statistical, theoretical, and factual criminal and offender information
- Computer programs such as Microsoft Word, Excel, and PowerPoint
- Knowledge of open source intelligence collection methods, techniques and sources
- Standard safety procedures

Skill in and/or Ability to:

- Identify crime patterns using a variety of techniques and sources
- Communicate clearly, concisely, and effectively, both orally and in writing, with diverse groups and individuals
- Analyze information, problems, conditions, statistical data, and prepare written descriptions and reports
- Establish and maintain effective working relationships with county officials, employees, the general public, and other agencies
- Find and use relevant "open source" information via internet/intranet, search engines, etc.
- Effectively prioritize work to meet deadlines by coordinating, performing, and completing tasks concurrently, and in a timely manner
- Respond to requests for inquiries after normal work hours to gather and share intelligence information
- Exercise sound judgment in the evaluation of the integrity of information
- Use independent judgment and make sound decisions consistent with policy and procedures
- Work well under pressure
- Network and create bonds with key personnel and agencies to improve the transfer of information between parties
- Maintain regular, predictable, and punctual attendance during regularly scheduled work hours at assigned worksite
- Exercise confidentiality of transactions
- Represent the Sheriff's Office to the public in a professional manner that is consistent with the Office
- Be of high moral character and ethics

MINIMUM REQUIREMENTS:

Citizenship: United States

Age: 19 years of age or older

Education: High School diploma or GED





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Certification: Certified Crime Analyst or Certified Crime & Intelligence Analyst through a recognized Criminal Analyst program.

Other: Must successfully complete an interview, background investigation, polygraph examination, personality inventory, drug screen, and medical examination.

PREFERRED REQUIREMENTS:

Bachelor's or Associate's degree in job-related field.

PHYSICAL REQUIREMENTS:

- Must meet those requirements to obtain a state of Alabama driver's license
- May be required to sit for extended periods of time
- May be required to stand for extended periods of time
- May be required to travel for job related activities
- May be required to work alternate or rotating shifts
- Must be able to work in a confined environment with varying degrees of noise
- Must have good hearing
- Must have good vision
- Must have fine motor skills

WORKING CONDITIONS:

Law enforcement office environment.

Examinations: No written or performance examination will be required for this position. Applicants are screened based on an evaluation of their education, training, experience and other requirements as outlined in this position description and denoted on their job application.

Background Check: All applicants must satisfactorily complete a background investigation and an in-person interview.

Pre-Employment/Post Offer Drug Screening: Shelby County is committed to providing and maintaining a drug-free work environment. After receiving a conditional offer of employment, applicants are required to pass a drug test conducted at a test site designated by Shelby County.

FLSA STATUS: Non-Exempt

Shelby County is an Equal Opportunity Employer. Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, disability or any other legally protected status.

