



CITY OF STUART

CAREER OPPORTUNITIES

Human Resources
121 SW Flagler Avenue
Stuart, FL 34994
www.cityofstuart.us

The City of Stuart is a historic coastal community with a population of 16,500 and offers unique downtown shops, galleries and restaurants that add to our small-town charm. Awarded “America’s Happiest Seaside Town 2016” by Coastal Living, “Most Beautiful City 2008” by America in Bloom, and “Great Places in Florida 2020” by American Planning Association, the City of Stuart offers a quality lifestyle for residents and visitors alike.

Hiring Incentives Available!

Part-Time Crime Analyst (Police)

Hiring Rate: \$16.47 per hour

(This rate may be adjusted at the discretion of the City if applicable.)

Pay Range: \$16.47 – \$26.35 per hour

Announcement Date: July 22, 2021

Police Department

FLSA Status: Non-Exempt

Closing Date: Open Until Filled

In addition to a satisfying work environment where employees are respected and valued for their contributions, the City of Stuart offers an attractive benefits package and award-winning wellness program. We offer two (2) medical and dental plans, supplemental insurance, deferred compensation, retirement benefits through the Florida Retirement System, and more to all full time and part time eligible employees. We offer paid time off and paid holidays. The City pays up to 90% of employee medical insurance premiums for full time employees.

Characteristics of the Class

Under the supervision of the Chief of Police or Police Captain, collects, manages, and analyzes crime information, calls for service, criminal intelligence, and other data to find crime trends, patterns, series, hot spots, and other public safety problems. The crime analyst circulates this information to the department through reports and is a vital part of the agency’s Strategic Policing & Deployment methods. Professional civilian classification.

Illustrative Duties (the following are highlights; a detailed job description is available in Human Resources)

- Researches and analyzes information on crime and other data of interest to the department.
- Determines patterns in criminal activity and crime trends using various research and statistical methods.
- Forecasts criminal activity, victimization, traffic problems, and resource needs based upon current information and makes recommendations accordingly.

- Distributes criminal intelligence bulletins, crime pattern and trend reports, computer printouts, graphs, charts, tables, and written reports to police personnel, other city departments and the community.
- Maintains computer records including intelligence files, criminal activity data and all other information in a manner as required by law or department policy.
- Evaluates the effectiveness of data analysis systems, methods, software and devices and recommends procedural or equipment modifications as necessary.

Minimum Qualifications and Education/Licenses and Certifications

High school diploma or equivalent, supplemented with experience working with statistics and research methods, along with strong computer skills. Training and experience that provides the required knowledge, skills, and abilities for this classification will be considered. A degree in criminology, criminal justice, computers, or related field preferred.

Applicants having experience with geographic information systems and crime mapping strongly preferred.

Must have valid Florida driver license.

Essential Physical Skills and Environmental Conditions

Tasks involve some physical effort with frequent standing, sitting, walking and some bending, stooping, stretching, squatting with moderate lifting (30 pounds); or standard dexterity in the use of finger, limbs, or body in the operation of office equipment. Tasks may involve extended periods of time sitting at a keyboard. Task is regularly performed without exposure to adverse environmental conditions; may be performed in a confined space. Task requires sound, visual, color, odor, depth and texture perception and discrimination. Task requires oral and written communications ability.

A City of Stuart Application for Employment (Police Application) can be obtained through our website (www.cityofstuart.us) or by visiting the Human Resources Department. Applications for employment must be sent or hand-delivered to the Human Resources Department, or you may apply online.

The City of Stuart is a tobacco-free/vaping-free workplace. All applicants must attest that they have not used tobacco products for the preceding 3-month period from the date of application. Candidates chosen for positions with the City of Stuart must undergo pre-employment screening to include verification of their non-use of tobacco products in order to be considered for employment.