



**THE CITY OF NEW BERN IS CURRENTLY RECRUITING FOR THE FOLLOWING POSITION:**

**CRIME ANALYST:** Two year grant funded position assigned to the Eastern Regional Information Center (ERIC). Performs analytical and skilled work involving a variety of tasks related to reported criminal patterns using the records management databases, electronic mapping and the Intelligence Unit database system. Assist patrol and investigative units with operational strategies. Organizes and maintains manual and automated files; analyzes crime and police incident patterns; provides recommendations of directed patrols, extra surveillance and stake outs; prepares and distributes intelligence reports, wanted person reports and statistical reports; reviews reports for quality accuracy and completeness; performs related tasks as required. Thorough knowledge of researching, collecting, analyzing and formulating statistical information; thorough knowledge of computer mapping; general knowledge of and the ability to use various computer application software programs including spreadsheets, databases, word processing, and graphics; working knowledge of ARC Info software and NIBRS protocols; ability to make complex arithmetic and statistical calculations; ability to communicate effectively in oral and written form. **Any combination of education and experience equivalent to graduation from an accredited community college. Major course work in criminal justice or related field preferred. Must possess valid North Carolina driver's license. Salary: \$30,718 - \$55,579. Excellent Benefits.**

**APPLICATION DEADLINE: POSITION IS OPEN UNTIL FILLED.**

**IF INTERESTED IN THIS POSITION YOU MUST SUBMIT YOUR RESUME TO THE HUMAN RESOURCES DEPARTMENT, P.O. BOX 1129, NEW BERN, NC 28563 BY THE DEADLINE DATE. THE CITY OF NEW BERN DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE, OR DISABILITY IN EMPLOYMENT DECISIONS OR PROVISION OF SERVICES.**