

INVESTIGATIVE RESEARCH SPECIALIST

Duties:

Under general supervision, provides real-time analytical support to all levels of the Cleveland Division of Police. Researches, analyzes, and provides tactical and strategic intelligence via computer, telephone, and multi-channel radio that frequently involves emergency and critical situations affecting public welfare and safety. Utilizes video monitoring software, record management, computer-aided dispatch, and other computer systems.

Quickly analyzes multiple data sets. Recognizes and exploits relevant intelligence. Maintains access to, and security of, highly sensitive materials and information. Performs multiple activities simultaneously in a high visibility setting. Works with frequent interruptions in a framework of rules, procedures, and regulations. Performs typical tasks relative to assigned area of responsibility.

Interacts and communicates with Law Enforcement Officers in both real-time events as well as in long-term investigations to effectively solve crime and increase arrests/prosecution probability. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively to provide quality seamless customer service.

Develops and maintains tactical, strategic, and operational analytical capabilities. Participates in related continuing education and remains current on literature related to research methodology, crime analysis, and public safety matters. Performs other job-related duties as required.

Minimum Qualifications:

A High School Diploma or GED is required. A Bachelor's Degree in Communications, Criminal Justice, or Information Systems is required with at least one year of full time professional experience or internship OR 4 years of full time paid experience in any combination of the following areas is required: 1) Data analysis; 2) Computer-aided dispatch; 3) Utilization of law enforcement databases; 4) Work as a Patrol Officer or Police Dispatcher. A valid State of Ohio Driver's License is required. Must be able to pass an extensive background investigation. Must be proficient in the use of software packages such as Microsoft Office Suite. NCIC Certification must be obtained within six months of the date of hire. Must satisfactorily complete on-the-job training and pass the Real Time Crime Center Certification exam within 60 days of the date of hire. Must be able to work holidays, evenings, weekends, flexible hours, and shift work if required. Overtime is based on departmental needs.

CSC 9/10/2021
5294-0000