



EMPLOYMENT OPPORTUNITY - DATA CONSULTANT (CJIS)

Salary Range: \$51,525- \$65,270/year

Status: Full-Time Permanent

Date Open: July 9, 2024

Location: Lacey, WA (Hybrid)

Date Closed: July 26, 2024

Position Summary

The Data Consultant works in the Criminal Justice Information Support (CJIS) Department on programs that include: National Incident Based Reporting (Crime Reporting) (NIBRS), an annual survey to compile the full-time law enforcement employee counts, and electronic imaging of statewide sex offense case files for permanent retention.

The Data Consultant performs technical and professional statistical reasoning work involving data and statistical compilation, coding and collection, data entry, report generation, and report distribution. Duties may include exposure to graphic material contained in case files and other reports.

Principal Responsibilities

The incumbent is responsible for accurate data entry and release of statistical reports. Broad functions of this position are processing of National Incident-Based Reporting System (NIBRS) data, regional and on-line training, and providing assistance on department-related projects.

- Serve as liaison between the FBI and State UCR Programs and consult with local, state, and tribal criminal justice agencies related to technical, statistical, and analytical guidelines.
- Using established guidelines, reviews, analyzes codes, edits and processes data to ensure accuracy, validity and compliance with reporting regulations.
- Working with local, state, and tribal agency leaders and personnel to resolve client analytics issues and documenting results and methodology.
- Develop and produce complex statistical data analyses, reports, and research projects, including a comprehensive annual statewide crime report.
- Using established guidelines, prepares, validates and distributes tables, charts, graphs and statistical reports to internal and external clients.
- Process mail, email requests, and provides telephone support.

- Support department functions of collection, data entry and statistical compilation of hate crime and domestic violence reports and the annual Law Enforcement Employee Survey, including monitoring data quality and contacting agencies for clarification or correction and submission to the FBI.
 - Provide agencies guidance training on NIBRS submissions, assist with data quality control, and submit monthly reports to the FBI.
 - Assists with or conducts regional training throughout Washington State, provide on-line training sessions, and; develop training materials and presentations; assist in training of new employees.
 - Participates in developing and evaluating methods of crime data collection procedures, sample selections, and statistical requirements.
 - Electronic document imaging, retention, retrieval, and appropriate release of confidential documents related to sex offender case files.
 - Attends law enforcement association meetings to ensure understanding of reporting regulations, rules and guidelines for specific programs.
 - Performs general office support and other duties as required.
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Knowledge and Abilities

- Knowledge of general office practice and procedures.
 - Knowledge of or ability to learn the FBI and State UCR Program technical specifications, policies, and operating procedures; the criminal justice process, and law enforcement records management and data reporting systems.
 - Ability to apply and use statistical reasoning and statistical procedures.
 - Ability to identify, obtain, and interpret appropriate data for analyses.
 - Ability to follow complex written and oral instructions, use analytical thinking and demonstrate strong attention to detail.
 - Ability to comply with WASPC policies and procedures and CJS department policies.
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Minimum Qualifications

- Must have extensive knowledge of MS Excel, intermediate proficiency preferred.
- General proficiency with MS Office products, including Outlook, Word, PowerPoint, etc. Must be willing and able to successfully complete additional training as needed.
- Must comply with strict confidentiality rules.
- Two years of general office experience preferred.
- Must be able to lift 35 pounds.
- Must be a high school graduate. Post graduate education preferred.
- Must be willing to travel within the State of Washington occasionally.
- Must maintain a valid Washington State Driver License.

Compensation

Monthly compensation is \$4,294-\$5,439 depending on qualifications. WASPC employees receive a benefit package, which includes a 403(b) retirement plan, options for deferred compensation, and group medical, dental, and vision insurance. Employees also receive paid time off (PTO) based on service years.

Application Procedure

Please submit the following items to employment@waspc.org:

1. A letter of interest addressing the above list of responsibilities and qualifications. Include an explanation of why you are interested in the position.
 2. A current resume listing employers and dates of employment.
 3. Three professional references with current telephone numbers.
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About WASPC

The Washington Association of Sheriffs & Police Chiefs is the only association of its kind in the nation combining representatives from local, state, tribal, and federal law enforcement into a single body, working toward a common goal. WASPC's function is to provide specific materials and services to all law enforcement agencies in the state, members and non-members alike. The association was founded in 1963 and consists of executive and top management personnel from law enforcement agencies statewide.

Our membership includes sheriffs, police chiefs, the Washington State Patrol, the Washington Department of Corrections, and representatives of a number of federal agencies. WASPC is governed by its executive board.

Organizational Statement

The Washington Association of Sheriffs and Police is an equal opportunity employer and a drug free workplace. Random drug testing is a condition of continued employment.

Qualified candidates are strongly encouraged to apply.

The mission of the Washington Association of Sheriffs and Police Chiefs is to lead collaboration among law enforcement executives to enhance public safety.