

**City of Ithaca**  
**Office of Human Resources / Civil Service**

108 E. Green St. - Ithaca, NY - 14850  
Phone: (607) 274-6539 / Fax: (607) 274-6574 / E-mail: [hrdept@cityofithaca.org](mailto:hrdept@cityofithaca.org)

**JOB APPLICATIONS WANTED**

**TITLE:** Crime Analyst  
**LOCATION:** City of Ithaca - Ithaca Police Department  
**SALARY:** \$53,780, with subsequent increases to \$67,227

**The City of Ithaca values diverse perspectives and life experiences. We encourage people of all backgrounds to apply, including people of color, women, LGBTQ+, veterans, people with disabilities, and those with lived experiences.**

**POSITION DESCRIPTION:** The work involves responsibility for gathering, interpreting, categorizing, and mapping crime incident data using a variety of techniques. The Crime Analyst creates and maintains an updated database of criminal activity. The Crime Analyst evaluates and analyzes the assembled data to identify patterns and trends in crime and criminal activities, in order to assist operational and administrative personnel in developing strategies to combat, reduce and prevent crime. The Crime Analyst prepares narrative and statistical reports, maps, and presentations, and disseminates crime-related data and information both internally and externally. The work is performed under the general supervision of supervisory law enforcement personnel with leeway allowed for the exercise of independent judgment in the performance of the work. The Crime Analyst works with confidential information; the ability to maintain confidentiality is essential to this position. Does related work as required.

To view the complete job description visit: <http://www.cityofithaca.org/302/Job-Descriptions>.

**MINIMUM QUALIFICATIONS:**

- A. Possession of a Bachelor's degree in Criminal Justice, Criminology, Sociology, Public Administration, or a closely related field with similar course curriculum, and one (1) year of full-time paid experience, or its part-time paid equivalent, in the field of criminology, criminal justice research, or criminal justice policy; or
- B. Possession of an Associate's degree in Criminal Justice, Criminology, Sociology, Public Administration, or a closely related field with similar course curriculum, and two (2) years of full-time paid experience, or its part-time paid equivalent, in the field of criminology, criminal justice research, or criminal justice policy; or
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**Note:** College degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant's degree was awarded by an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.

**RESIDENCY REQUIREMENTS:** There are no residency requirements for this position.

\*\*\*Continued on Back\*\*\*

**APPOINTMENT STATUS AND EXAM REQUIREMENT:** This will be a provisional appointment pending the results of a civil service examination to be scheduled at a later date. Permanent appointment will be dependent upon the candidate's exam score.

**APPLICATION MATERIALS REQUIRED:**

- City of Ithaca application
- Copy of college transcripts

Applications must be received by the City of Ithaca Human Resources Department no later than 4:30 PM EST on the last filing date indicated below. All applications must be submitted electronically through our online application program. We do not accept paper applications, faxed applications, e-mailed applications or photocopies of applications.

Submit required application materials by March 27, 2024:

City of Ithaca  
Human Resources Department  
Web site: <https://ithaca-portal.mycivilservice.com>



We would love to have you on our team! We hope to hear from you soon!

Re-Issued: February 27, 2024