APD Forensic Identification Analyst

Position Summary

Responsible for examining AFIS and CODIS reporting from various cases, identify cases that require further investigation, and assist in streamlining the investigative process for detectives.

Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are not intended to reflect all duties performed within the job.

Supervision Received and Exercised

Receive direction from higher level management.

Essential and Supplemental Functions

ESSENTIAL FUNCTIONS: (Essential functions may include, but are not limited to the functions listed below)

1. Track and review data utilizing various software systems to examine law enforcement reporting data on individuals identified through AFIS and CODIS parameters.
2. Identify cases that require further investigation and disseminate to appropriate and relevant staff.
3. Monitor crime trends related to AFIS reporting.
4. Compile case packets for detectives and forwards them to the appropriate investigative unit for follow-up.
5. Audit and review victim profiles to determine if further examination or investigation is warranted; reduces instances where a victim profile was misidentified as requiring further examination or investigation.
6. Identify offenders with multiple cases; communicate with field officers and appropriate personnel to ensure timely investigation. .
7. Coordinate and work with investigations personnel to ensure the proper preparation of evidence for court, departmental hearings, and review boards.

SUPPLEMENTAL FUNCTIONS:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law.
2. Perform other related duties and responsibilities as required.

Minimum Education and Experience Requirements
Education and experience directly related to the minimum requirements below may be interchangeable on a year for year basis.

Five (5) years experience in law enforcement, reports analysis, or case management.

ADDITIONAL REQUIREMENTS:

Dependent on position may require a valid New Mexico Driver's license and a City Operator's Permit (COP).

Preferred Knowledge

- Pertinent federal, state, local laws, and ordinances pertaining to area of assignment.
- Crime trends and patterns analysis in identifying case variables
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- Principals and practices of courtroom procedures.
- Principals and practices of law enforcement.
- Methods of research, case analysis and report preparation
- English usage, spelling, grammar and punctuation
- Law enforcement software and systems

Preferred Skills and Ability

- Maintain confidentiality regarding cases
- Research and compile data on a variety of law enforcement cases
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- Operate office equipment including computers
- Communicate clearly and concisely
- Perform the essential duties of the job with or without reasonable accommodations
- Establish and maintain effective working relationships with those contacted in the course of work including the general public

Working Conditions

Work is primarily conducted in an office environment; may require occasional visits to other city offices at variable locations for meetings.