

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: RESEARCH SPECIALIST I -
Criminal Analyst

SALARY GROUP: B15

DEPARTMENT: Office of the Inspector General

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Cris W. Love, Sr. DATE: 01/09/2015

POSITION #: 017069

I. JOB SUMMARY

Performs routine research work. Work involves performing specialized research projects pertaining to fiscal, administrative, and program functions of the agency. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Participates in data-gathering interviews; and collects, compiles, analyzes, and prepares crime-related data for presentation.
 - B. Confers with various groups on the results of studies; and communicates research results to state and federal law enforcement officials.
 - C. Prepares and assists in the preparation of papers and reports for publication or in-house distribution.
 - D. Participates in planning, developing, coordinating, and conducting investigative research projects.
 - E. Performs criminal information searches and retrieval using Texas Department of Public Safety criminal history system access.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Graduation from an accredited senior high school or equivalent or GED.
2. Three years full-time, wage-earning criminal investigative research experience. Thirty semester hours from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) with major course work in Criminal Justice, Police Science, Criminology, Forensic Science, Business Management, Management Information Systems, Government, History, or Statistics may be substituted for each year of experience on a year-for-year basis.
3. Investigation experience preferred.
4. Correctional custody or law enforcement experience preferred.
5. Must be eligible for licensure as a Telecommunicator by the Texas Commission on Law Enforcement (TCOLE).

Must have or be able to obtain a TCOLE Telecommunicator license within twelve months of employment date.

Must have or be able to obtain a certificate of course completion for the Texas Law Enforcement Telecommunications System (TLETS) policy and procedures training from the Texas Department of Public Safety within six months of employment date.

Must meet and maintain TLETS access eligibility for continued employment in position. For details see: <http://www.tdcj.texas.gov/divisions/hr/hr-home/tletseligibility.html>

Must maintain valid license(s) for continued employment in position.

Selected applicants without required license(s) must sign a *Credential Contingency Agreement* that will remain in effect only until the initially established expiration date. Failure to comply with this contingency statement will result in separation from employment. *Credential Contingency Agreements* will not be extended or renewed as a result of an employee's separation from employment or acceptance of another position.

B. Knowledge and Skills

1. Knowledge of research methods, principles, and philosophies.
2. Knowledge of criminal records review and analysis.

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3. Knowledge of the Bureau of Information Analysis investigative policies, procedures, and functions.
4. Knowledge of the functions and procedures of the Texas Crime Information Center and National Crime Information Center (TCIC/NCIC).
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
10. Skill to prepare, review, and maintain records, files, and reports.
11. Skill to review technical data and prepare technical reports.
12. Skill in technical writing and development of information publications.
13. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.