



Filing Deadline: Open Until Filled
(First Review of Applications 5pm, 10/18/17)

**City of Coeur d'Alene,
Equal Employment Opportunity
Police Department Applications Analyst**

Description: Performs a variety of professional and technical duties relating to the development, operation and maintenance of police department equipment and software to provide efficiency in police services. This work is performed under the direction of a police Sergeant.

Wage and Benefits: Starting wage is \$20.05 per hour, eligible for a five percent increase after 12-months of service with standard or above evaluations. An excellent benefit package available and membership in PERSI (Public Employee Retirement System of Idaho) is required.

Classification Summary

The primary function of an employee in this class is to perform a variety of technical duties relating to the electronic resources of the Police Department. The work is performed under the direct supervision of a Police Sergeant in a team-based environment. Performs a variety of professional duties relating to the development, operation and maintenance of police department equipment and software to provide efficiency in police services. These duties are in accordance with established policies and procedures set forth by the Information Systems Network Administrator. The principal duties of the position are performed in a general office environment.

Essential Duties and Responsibilities

- Coordinates day to day administration of Police Department software and records management system (both wired and wireless), password resets, maintenance and training for said applications within the Police Department;
- Maintains, supports and updates all aspects of mobile data computers, workstations and a variety of peripherals;
- Video conversions for the department;
- Assist with technical aspects of designing, implementing and monitoring video and audio surveillance operations.
- Maintain Police Department Website.
- Provides technical support and training to Police Department employees;
- Assist in implementing grant funded projects.
- Coordinate with numerous vendors that supply technology and support.
- Develop projects which involve software and computer interconnectivity.
- Understands and develops projects and then interfaces with City's IT Division regarding existing network servers, routers, switches, personal computers and peripherals;
- Assist in computer forensics for the department to include data mining of cell phones, computers and other electronic devices.
- Video forensics to include the extraction, recovery and retention of various mediums of raw video and social media sites
- Prepares custom reports for Police Department to include documentation related to gathering evidence for the purpose of maintaining an evidence chain of custody.
- Testify and present evidence in a court of law;
- Installs, maintains, and supports all end user information technology hardware and software including PC's, monitors, and peripherals, under the direction of the Information Systems Division.

- Relocates computer equipment as needed;
- Develops and maintains curriculum for the training of staff in appropriate and responsible use of current and new Police Department electronic resources software;
- Keeps abreast of current developments in the field through continuing education, professional reading, participation in conferences, workshops and professional groups;
- Under the supervision of Information Systems Division, plans, coordinates and implements upgrades to existing resources and systems;

Other Duties and Responsibilities

- Performs other duties as required.

Knowledge, Skills and Abilities

Knowledge of:

- Operation processes and procedures related to the Police Department computer systems, including Spillman;
- Social Networking abilities related to a wired and wireless computer environment;
- Computer repair and troubleshooting skills for Windows 7, Windows 8 and 10;
- Office 2010 software and newer;
- Computer installation, repair, and troubleshooting skills;
- Web page design and maintenance;
- Municipal budget principles and procedures;
- Operation of tablet devices including Microsoft Surface.

Ability to:

- Learn new software, tasks and procedures efficiently;
- Apply task and office procedures appropriately;
- Operate standard office equipment, including a personal computer using program applications appropriate to assigned duties;
- Implement large computer related projects;
- Coordinate a multi-user computer system;
- Prepare technical reports;
- Communicate effectively both verbally and in writing and establish working relationships with supervisors, co-workers and city employees.

Acceptable Experience and Training

- Associates Degree in computer technology, or related field; and
- Two (2) years experience with computer applications preferentially within a criminal justice agency; and
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Knowledge, Skills and Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to prepare written technical reports;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to make adjustments to computers, tools and equipment;
- Sufficient body mobility, flexibility and balance to work in an office setting and perform software installation duties which may require bending, stooping, kneeling, crouching, reaching and working in confined spaces.
- Ability to lift at least 50 pounds.

APPLICATION PROCEDURE: Applicants meeting the qualification requirements are invited to submit a completed City of Coeur d'Alene Employment Application and Resume to the Human Resources Office, City Hall, 710 Mullan, Coeur d'Alene, ID 83814. This position is Open Until Filled with the First Review of Applications at 5:00pm on Wednesday, October 18, 2017. Applications will be screened, and those applicants with the most appropriate qualifications will be invited for further testing. If you would like to request a reasonable accommodation for the recruitment process due to a disability, please provide a written request and submit with your City of Coeur d'Alene application.

THE CITY OF COEUR D'ALENE INVITES APPLICATIONS FROM ALL QUALIFIED INDIVIDUALS AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, RELIGION, SEX, AGE, OR DISABILITY.