



Classification: Temporary Professional (SAC) RDD

Title Code: V09811

Pay Range: Hourly

POSITION SUMMARY: This is an entry level position where the employee primarily assists with conducting research and providing statistical and analytical support to crime and traffic safety authorities from MSHP troops and divisions, state agencies, legislators, advocacy groups, and the general public. An employee in this position also assists with creating reports, spreadsheets, graphical displays, and dashboards that describe Missouri's crime and crash experience and trends. Work is performed under close supervision.

DESCRIPTION OF DUTIES PERFORMED (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.):

Assists with preparation of the monthly Governor's Dashboard report.

Assists with preparation of annual statistical reports such as Crime in Missouri, Traffic Safety Compendium, and trend analysis reports as necessary.

Responds to internal and external requests for statistical analyses of crash and crime data. Assists with MSHP manpower modeling studies.

Assists with updating existing statistics, graphs, and spreadsheets available on the SAC website.

Assists with management of federal grants provided to the SAC by updating project status reports, budgets, and required deliverables.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Working knowledge of basic statistical concepts.

Knowledge of research designs, methodologies, and sampling strategies.

Knowledge of computer word processing, spreadsheet, presentation, and graphics software.

Possess written communication skills for reports, documentation, and correspondence. Possess verbal communication skills for telephone conversations, emails, and meetings.

Possess basic analytical and interpretative skills to relate crash or crime data collection forms, specifications, and code files.

Ability to research topics via Internet and academic database searches with a high degree of resourcefulness.

Ability to communicate well with individuals having many levels of technical knowledge.

Ability to work on many tasks simultaneously, while maintaining good organizational skills.

Ability to work independently.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to operate basic office equipment.

Ability to communicate in English clearly and concisely, both orally and in writing. Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED (The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):

Possess a four-year degree and experience with statistics and/or geographical information systems.

Experience in the following areas is highly desirable: project management, research methodology, statistical analysis through the use of tools such as STATA, SPSS, R, GIS, and data querying tools such as SQL Server Reporting Services (SSRS).

FLSA STATUS: Non-Exempt

WORK SCHEDULE: An employee in this position works a maximum eight-hour shift as directed by the division supervisor, making sure no more than 1,000 hours of work is completed in a time period of one year; however, working hours are subject to change at the discretion of the commanding authority.