



CIVIL DIVISION
CLASS SPECIFICATION

SENIOR POLICE CRIME
ASSISTANT

DATE ADOPTED: 12/24/2025

LAST REVISION:

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DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for performing advanced administrative and technical duties in support of the police department's records and data management functions. This civilian position requires the ability to collect, review, and maintain complex criminal and administrative records, as well as compile data into reports, charts, maps, and statistical summaries to assist with departmental operations and decision-making. The incumbent monitors data entries for accuracy and compliance with applicable laws, regulations, and departmental policies, and follows up to resolve discrepancies. The role also includes assisting in the training of sworn and civilian personnel in the use of law enforcement database systems and serving as a resource to external agencies regarding system access and data use. Supervision is received from a supervisory ranked Police Officer with direction on specific assignments received from a command officer. Supervision is not a function of this position.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Collects, reviews, updates, and maintains detailed police and criminal records using department databases and filing systems;
2. Prepares and distributes reports, lists, maps, charts, graphs, and statistical summaries to support department operations and reporting needs;
3. Reviews records and case files to ensure required documentation is complete and complies with department policies and procedures; follows up to correct any issues;
4. Assists in gathering data and materials used for internal training and presentations;
5. Supports the training of both sworn and civilian staff in the proper use of law enforcement records systems and related tools;
6. Provides guidance to outside agencies on accessing and using department records systems for authorized purposes;
7. Acts as a point of contact for questions or issues related to law enforcement database systems;
8. Informs users of updates or changes to procedures related to records management;
9. Offers continued support and instruction when system modules or features are updated;
10. Provides general administrative support, including preparing correspondence and assisting with special projects as assigned;
11. Attends job-related training as needed to stay current with systems and procedures.



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FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Good knowledge of computerized records management system capabilities in order to identify crimes, produce lists, reports, maps, graphs, charts, statistical data etc. and to train others in the use of same; good knowledge of data processing and computer-based systems capabilities as they relate to gathering, retrieving, extracting, storing, and manipulating data for presentation purposes; good knowledge of office procedures and equipment; good knowledge of rules, regulations, policies and public records statutes related to police department records; skill in establishing and maintaining effective working relationships; ability to maintain confidentiality and exercise discretion in regard to the activities of the department; ability to act independently in carrying out the daily functions of the position; ability to speak knowledgeably and with authority about areas of responsibility and to advise staff on how to address situations that occur; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Bachelor's degree in Criminal Justice, Public Administration, Data Analytics or a related field and two (2) years of paid work experience in compiling and analyzing crime data, preparing reports, and supporting investigations;
- OR: (B) Associate's degree in Criminal Justice, Public Administration, Data Analytics or a related field and four (4) years of paid work experience as described above;
- OR: (C) Graduation from high school or possession of a high school equivalency (6) years of paid work experience as described above;
- OR: (D) An equivalent combination of education, training and experience between the limits of (A) and (C) above.

SPECIAL REQUIREMENT:

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

CIVIL DIVISION USE ONLY:

JURISDICTIONAL CLASSIFICATION: Competitive

REVISION HISTORY: