



## **EMPLOYMENT OPPORTUNITY**

### **STATISTICAL COMPILER/DOCUMENT IMAGER**

**Salary Range: \$41,879- \$53,051/year**

**Date Open: Aug 23, 2021**

**Status: Full-Time Permanent**

**Date Closed: Sep 24, 2021**

**Location: Lacey, WA (Temporarily Remote/Office Hybrid)**

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#### **About WASPC**

The Washington Association of Sheriffs & Police Chiefs is the only association of its kind in the nation combining representatives from local, state, tribal, and federal law enforcement into a single body, working toward a common goal. WASPC's function is to provide specific materials and services to all law enforcement agencies in the state, members and non-members alike. The association was founded in 1963 and consists of executive and top management personnel from law enforcement agencies statewide. Our membership includes sheriffs, police chiefs, the Washington State Patrol, the Washington Department of Corrections, and representatives of a number of federal agencies. WASPC is governed by its executive board.

***The mission of the Washington Association of Sheriffs and Police Chiefs is to lead collaboration among law enforcement executives to enhance public safety.***

#### **Position Summary**

The Statistical Compiler works in the Criminal Justice Information Support (CJIS) Department on programs that include: Uniform Crime Reporting Program (UCR), an annual jail survey to collect average daily population, length of stay, and inmate demographics; an annual survey to compile the full-time law enforcement employee counts, and; electronic imaging of statewide sex offense case files for permanent retention. The Statistical Compiler performs technical and professional statistical reasoning work involving data and statistical compilation, coding and collection, data entry, report generation, and report distribution. Duties may include exposure to graphic material contained in case files and other reports.

#### **Principal Responsibilities**

The incumbent is responsible for accurate data entry and accurate release of statistical reports. Broad functions of this position are processing of National Incident-Based Reporting System (NIBRS) data, regional and on-line training, and providing assistance on department-related projects. Tasks may include:

- Using established guidelines, reviews, analyzes codes, edits and processes data to ensure accuracy, validity and compliance with reporting regulations.

- Responds to, analyzes, and resolves routine and non-routine data or statistical variances by contacting reporting agencies or external clients, internal clients, and manager.
- Within established guidelines, interprets and communicates crime categories to correspond with reporting requirements.
- Using established schedules, prepares, validates and distributes tables, charts, graphs, and statistical reports to internal and external clients.
- Processes mail, email requests, and provides telephone support for clients on reports and procedures for crime reporting.
- Provides agencies guidance training on UCR/NIBRS submissions, assists with data quality control, and submits monthly reports to the FBI.
- Processes agency-submitted hate crime and domestic violence reports, including monitoring data quality and contacting agencies for clarification or correction.
- Prepares written and oral communication in response to clients and outside agency and internal requests.
- Assists with or conducts regional training throughout Washington State, provides on-line training sessions, develops training materials and presentations, and assists in training of new employees.
- Responsible for the collection, data entry and statistical compilation of the annual Law Enforcement Employee Survey; this includes submission of a report to the FBI.
- Assists the department manager in establishing and maintaining Incident-Based Reporting.
- Responsible for the collection, data entry, and statistical compilation of the annual jail statistics survey including design capacity, average daily population, average daily population, inmate demographics, and alternative incarceration programs.
- Responsible for electronic document imaging, retention, retrieval, and appropriate release of confidential documents related to sex offender case files. Duties includes:
  - + Maintaining documents within a secure environment,
  - + Analyzing the case offenses to ensure it meets the designated criteria for permanent retention,
  - + Preparing the documents for electronic imaging by analyzing material for foreign objects, duplication, and legibility,
  - + Communicating imaging-related problems, technical malfunctions, and foreseen obstacles directly to the department manager, and
  - + Preparing the electronically recorded documents for shredding.
- Attends law enforcement association meetings to ensure understanding of reporting regulations and rules and guidelines for specific programs.
- Performs general office support including phone support, filing, mailings, and client communications.

- Membership in law enforcement- related associations or organizations.
- Works with membership (Chiefs and Sheriffs), legislative staff, media, researchers, public agencies, and others seeking CJIS Department statistics.
- Other tasks as needed.

### **Knowledge and Abilities**

- Ability to comply with the WASPC Policy and Procedure Manual, FBI and Washington State NIBRS guidelines, and CJIS Department policies.
- Knowledge of general office practice and procedures.
- Knowledge of the UCR/NIBRS definitions, policies, and operating procedures; familiarity with law enforcement records and reporting systems.

### **Minimum Qualifications**

- Two years of general office experience.
- Extensive knowledge of Microsoft Office products, including Outlook, Word, Excel, PowerPoint, and Access (must be willing and able to successfully complete additional training as required.)
- Must be able to lift 35 pounds.
- Must maintain a valid Washington State Driver License.

### **Compensation**

Monthly compensation is \$3,490-\$4,421 depending on qualifications. WASPC employees are offered a benefit package which includes a 403(b) retirement plan, options for deferred compensation, and group medical, dental, and vision insurance. Employees also receive paid time off (PTO) based on service years.

### **Application Procedure**

Please submit the following items to [employment@waspc.org](mailto:employment@waspc.org):

1. A letter of interest addressing the above list of qualifications and responsibilities and why you are interested in the position.
2. A current resume listing employers and dates of employment.
3. 3-5 professional references with current telephone numbers.

### **Organizational Statement**

The Washington Association of Sheriffs and Police is an equal opportunity employer and a drug free workplace. Random drug testing is a condition of continued employment. Qualified candidates are strongly encouraged to apply.