



POLICE SUPPORT SPECIALIST (FULL-TIME)

Upper Merion Township, located in King of Prussia, PA, is looking for a knowledgeable and experienced **The Police Support Specialist**. The **Police Support Specialist** is responsible for various duties, mainly managing the department's Crime Watch platform, collecting data, generating reports and analysis, and presenting findings internally and externally. This position will also assist the records division as well as serve as a backup to other special officers and quartermaster. This civilian position involves indoor and outdoor work intended to relieve police officers of some routine duties. This position does not carry police powers or any state-mandated training requirements. However, some enforcement of Township Codes may be necessary, and the operation of a marked police vehicle may be required.

The duties of the **Police Support Specialist** include (but are not limited to):

- Use a variety of methods and techniques to research, compile, evaluate, and analyze statistical information and present findings both internally and externally.
- Manage / Update and maintain the Police Department's Crime Watch webpage.
- Manage all forms and databases that are contained within Crime Watch.
- Collaborate with uniformed divisions to get businesses and residents to provide their pertinent information into Crime Watch databases.
- Use multiple systems, databases, and social media platforms.
- Responsible for quality control of data entered into various databases in order to maintain the integrity of intelligence data received and/or disseminated.
- Develop reports which may include: summaries and detailed analysis, charts, graphs, and tables to present and organize information and support findings.
- Adhere to state and federal laws and policies regarding the handling of criminal offender record information.
- Review and purge CLEAN/NCIC entries made by the Police Department as needed.
- Assists with various clerical functions in the Records Division.

Minimum Education, Training, and Experience Required:

- High school graduate or GED equivalent. An advanced degree, criminal justice experience, or data analysis experience is preferred.
- Valid Pennsylvania Driver's License.
- Ability to organize and prioritize workload efficiently.
- Experience handling a variety of databases.
- Ability to develop and cultivate effective internal and external working relationships.
- Familiarity with the methods and techniques used in researching, compiling, sorting, evaluating, and analyzing statistical or factual criminal/offender information is preferred.
- Familiarity with law enforcement terminology, laws, ordinances, and regulations that comply with agency practices and legal requirements is preferred.
- Knowledge and/or training in the fields and disciplines of intelligence and analysis or criminal justice are a plus.
- Strong knowledge of Microsoft Office programs.
- Ability to work at a computer for multiple hours within a shift

Physical Characteristics:

- Bend, handle office implements and machinery, reach at all levels, and sit continuously.
- Lift and carry up to 35 lbs., push and pull up to 60 lbs., bend, and reach at all levels occasionally.
- This position is occasionally subject to outdoor weather conditions and some travel outside Upper Merion Township.

Any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities to successfully perform the essential functions of the position may be considered.

How to Apply:

For immediate consideration, applicants should complete an employment application by visiting <http://www.umtownship.org/wp-content/uploads/2021/12/Application-UMT-Employment-DH-Update.pdf> and submit a **completed job application, cover letter and resume** via email to: hr@umtownship.org. Applications can also be submitted in person to the Police Department.

APPLICATIONS WILL BE ACCEPTED UNTIL THE POSITION IS FILLED.

Equal Opportunity Employer

