

RESEARCH ANALYST – SPECIAL PROJECTS INTERN

Reports To

The Research Analyst – Special Projects Intern reports directly to the Chief of Police.

Job Overview

The Research Analyst – Special Projects Intern is responsible for putting together a detailed report on trends within the Framingham Police Department for the 2024 time period. This is a civilian office position that will require data collection, research, analysis, and writing skills. The trends to be reported on will include, but are not limited to: tracking and reporting on all types of arrests; re-offenders; individuals issued court ordered treatment; the number of those individuals held with bail and without bail, etc. This individual must feel comfortable working with confidential information and using Microsoft 365 products such as Microsoft Word, Excel and Powerpoint.

Responsibilities and Duties

1. Operate various office machines and equipment, including telephone, typewriter, and computer and related equipment, printer, adding machine and copy machine.
2. Must be proficient in word and data processing to include electronic data entry, modification, manipulation.
3. Maintain a file of all department reports written in a manner that allows for prompt and easy retrieval.
4. Distribute these reports to the appropriate members or units within the department or to other appropriate city departments.
5. Perform both manual and on-line searches for reports, records, and other information.
6. Perform other duties as assigned or required.
7. Receive initial training in CJIS, NCIC and CORI and in-service training on records retention, CORI and related topics.

Knowledge and Skills

- Excellent research, analysis and writing skills
- Knowledge of modern office practices, procedures and equipment,
- Considerable knowledge of business English, spelling and arithmetic.
- Ability to set up and type a variety of reports, records, and related materials.
- Ability and skill to operate a word processing system.
- Ability to make simple arithmetic computations and tabulations.
- Able to use mathematical computations in Excel.
- Ability to understand and follow oral and written instructions.
- Ability to maintain accurate records and files. Ability to utilize telephone and various office equipment.
- Ability to effectively communicate orally and in writing.
- Ability to establish and maintain effective working relationships with other departments, employees and the general public.
- Ability to function effectively within a confidential business office environment.

Qualifications

- Should have, or be working toward, a college degree in a related field, or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.
- Demonstrable skills and knowledge of Microsoft Office, including Word, Excel and Powerpoint.
- Ability to feel comfortable interfacing with residents, businesses and other City departments.
- Must successfully pass a background investigation including a CORI background and a fingerprint background check.
- Must sign a non-disclosure agreement.