



# CLASS TITLE | CASE SUPPORT SPECIALIST

PAY GRADE: AT-28 | [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

Class Code: 6569

Effective Date: 03/13/2024

**PURPOSE OF THE CLASSIFICATION:** Under general supervision, assists Tulsa Police Department (TPD) investigative personnel with analytical case review and oversees various databases for investigations; and performs other related duties as assigned.

## ESSENTIAL TASKS:

- Utilizes multi-agency data sharing system and other resources to conduct analysis and evaluation of criminal, terrorist or conspirator activity
- Conducts routine statistical and strategic analysis for various units to prepare analytical reports
- Utilizes computer databases and statistical applications to analyze and present data for criminal investigation
- Research criminal activity in Tulsa and surrounding areas preparing crime statistics for TPD investigative units
- Assists TPD investigators with developing crime trends and suspects, determining criminal association and patterns of criminal activity related to offenders or specific groups of offenders
- Creates detailed profiles on criminals, locations or wanted fugitives
- Creates maps based on historical data retrieved through investigations and provides findings as requested
- Gathers data and intelligence from social media and open-source sites and creates reports
- Creates detailed presentations using crime statistics and intelligence
- Research, retrieve and evaluate confidential information related to complex criminal investigations
- Assist with identifying homicide cold cases and unsolved sexual assault cases (some positions)
- Conducts follow-up investigations to assist with identifying and prosecuting suspects (some positions)
- Reports to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

## QUALIFICATIONS:

Training and Experience: Must meet one of the following criteria:

1. (a) Completion of sixty (60) hours from an accredited college or university in coursework related to the requirements of this job description; **and**,  
(b) Three (3) years of experience relevant to the essential tasks listed in this job description; **and**,  
(c) Must be willing to sign a secrecy/confidentiality memorandum of understanding; *must be able to pass a federal background investigation (some positions)*
2. (a) Completion of one hundred twenty (120) hours from an accredited college or university in coursework related to the requirements of this job description; **and**,  
(b) One (1) year of experience relevant to the essential tasks listed in this job description; **and**,  
(c) Must be willing to sign a secrecy/confidentiality memorandum of understanding; *must be able to pass a federal background investigation (some positions)*

## Knowledge, Abilities and Skills:

Knowledge of:

- Good knowledge of research and data mining
- Methods and techniques used in researching, compiling, sorting, evaluating and analyzing relevant information to assist in criminal investigations



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- Good knowledge of Microsoft Office computer software

Ability to:

- Perform research and present findings both verbally and in writing
- Maintain and present case statuses and monetary figures to Grant Administrator as requested (some positions)
- Assist internal and external customers
- Summarize and disseminate information in a clear and effective manner
- Discreetly handle sensitive and confidential information
- Prioritize tasks when faced with multiple deadlines

Skill in:

- Critical thinking and problem solving
- Recording and organizing data
- Identifying and using potential sources of data

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent lifting, carrying, pushing, and pulling up to 10 pounds; occasional lifting, carrying, pushing and pulling up to 50 pounds; may be subject to walking, reaching, sitting, standing, balancing, kneeling, bending, handling, feeling, climbing, smelling, and twisting; vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver license.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting.

**EEO Code: N-03**

**Group: Clerical and Administrative**

**Series: Clerical**