

Position Description - Surveillance Detection (SD) Data Technician

BASIC FUNCTION OF POSITION

As the Data Technician, collects and analyzes all Surveillance Detection (SD) incident reporting.

MAJOR DUTIES AND RESPONSIBILITIES

The SD Data Technician is responsible for performing the compilation of individual reports from SD team members in a standard format, including the input of SD sighting reports and images into an automated data processing database, retrieving reports of data, regularly reviewing reports data to identify trends, patterns, event occurrences, frequency of sightings, and preparing appropriate reports for the RSO's review. The SD Data Technician will collect and analyze all SD incidents. This analysis will reflect a statistical examination of reporting, stratified by location, time of day, and type of incident. The analysis will include weekly, monthly, and annual trends that will provide the RSO with highly detailed information upon which to base security decisions at Post.

[80%]

The SD Data Technician will perform the following duties: when necessary, assume the responsibilities of the Duty Officer; when necessary, assume the duties of the SD Coordinator; translate reports from SD team members into English for submission to the ARSO; conduct daily input and retrieval SD reports and images from a PC using an SD database; provide the ARSO a daily report on analyzed data, highlighting trends or suspicious activities; conduct SD database maintenance of files; ensure equipment is maintained to standards outlined in the operator's manual.

[20%]