APPLICATIONS ACCEPTED UNTIL FILLED

INTEL ANALYST – POLICE DEPARTMENT

Starting Salary: $42,834 - $45,354/YR. w/Benefits

*This position is designated as safety/security sensitive and is subject to pre-employment, reasonable suspicion and random drug and alcohol screening.

GENERAL DESCRIPTION OF POSITION

Under the direction of the Investigation Division Commander, and working independently or with others, the incumbent is primarily responsible for compiling, maintaining, analyzing, and tracking crime information. The incumbent is also responsible for aiding the Investigations Division in determining patterns, trends, and/or groups and individuals of concern. The position provides administrative support for the division. The incumbent uses their knowledge, skills, and abilities gained prior to assuming the job in fulfilling of the responsibilities. This is a non-commissioned position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Researches, gathers, and analyzes crime data to identify crime patterns, suspect characteristics, and/or demographic information.
2. Utilizes online and social media platforms, including Facebook, Snapchat, Instagram, Cash App, Twitter, WhatsApp, Next Door, and others, to obtain information and tactical intelligence relevant to criminal investigations and matters of public safety.
3. Collects and preserves evidence, with a focus on digital evidence.
4. Organizes and compiles information accurately for the incumbent and Investigations Division to work from.
5. Utilizes computer systems and software to compile and prepare reports, graphs, and maps for presentation; presents or aids in presenting this information to investigators and/or management.
6. Sorts and maintains police reports, crime information, bulletins, and articles used to document criminal history or statistics.
7. Prepares analytic products to assist management in the recommendation of staffing patterns and/or levels based on anticipated criminal activity; prepares bulletins and/or disseminates this information.
8. Maintains strict confidentiality of cases.
9. Upholds and adheres to departmental standards and policies, being held to the same standard as the commissioned officers.
10. Coordinates with investigators pursuing criminal prosecutions and assists in presenting crime information. Appears in court to provide evidentiary testimony.
11. Regularly contacts law enforcement personnel, other law enforcement agencies, City residents, and others to gather criminal statistical data and exchange work-related information.
12. Operates a City vehicle on a semi-regular basis.
13. Perform any other related duties as required or assigned.

COMMUNICATION SKILLS

Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to read, analyze, and understand common scientific and technical journals,
financial reports, and legal documents; Ability to respond to complex or difficult inquiries or complaints from customers, regulatory agencies, or members of the business community.

**MATHEMATICAL SKILLS**
Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

**CRITICAL THINKING SKILLS**
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**SOFTWARE SKILLS REQUIRED**
Intermediate: Presentation/PowerPoint
Basic: 10-Key, Alphanumeric Data Entry, Contact Management, Database, Other, Spreadsheet, Word Processing/Typing

**MENTAL DEMAND**
Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

**ANALYTICAL ABILITY / PROBLEM SOLVING**
Moderately directed. Activities covered by wide-ranging policies and courses of action, and generally directed as to execution and review. High order of analytical, interpretative, and/or constructive thinking in varied situations.

**PUBLIC CONTACT**
Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

**EMPLOYEE CONTACT**
Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

**WORKING CONDITIONS**
The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the functions of this job, the employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions. The noise level in the work environment is usually moderate. Periodically exposed to such elements as noise, intermittent standing, walking, pushing, carrying, or lifting; but none are present to the extent of being disagreeable.
PHYSICAL ACTIVITIES
The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations. Semi-repetitive, low physical. Semi-repetitive type work which requires periods of concentration for varied time cycles as prescribed by the tasks. While performing the functions of this job, the employee is regularly required to sit, use hands to finger, handle, or feel, reach with hands and arms; frequently required to talk or hear; and occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; and color vision.

EDUCATION AND EXPERIENCE
Associate Degree required. Must possess knowledge of the theory, principles, practices, and methods of crime analysis. Must have a high school diploma or equivalent and be able to pass writing skills and reading comprehension test. Bachelor of Arts or Science degree preferred with heavy emphasis on statistics, digital technology, or related field. A Crime Analyst certification from the Association of Law Enforcement Intelligence Units, received through completion of the Foundation of Intelligence Analyst Training (FITA), is strongly preferred. Experience in data processing and computer operations such as Excel, Word and Access required. Must possess a valid driver's license.

ADDITIONAL INFORMATION
The nature of the work is both standardized and creative. Special project assignments require diverse organization and program managing skill. Incumbent is required to recall and assimilate a variety of analytical data with a high degree of accuracy. Duties of the position require the employee to coordinate a variety of skills and equipment in the performance of the job. An extremely high degree of accuracy and thoroughness is required. Work is generally performed indoors and requires sitting for long periods of time, however, the employee may be required to go out into the field. The employee is subject to occasional extended duty hours and weekends and may be on 24 hour call status, as required.

*This is a job posting abbreviated from the full job description. For the full job description, please contact Human Resources.*