



Classification: Criminal Intelligence Analyst I - Narcotics

Title Code: V00585

Pay Range: 18

POSITION SUMMARY:

This is a responsible professional and analytical position at the Division of Drug and Crime Control. An individual in this position analyzes and assesses criminal information of a confidential nature and develops comprehensive analytical reports based on available data. The employee is required to utilize numerous specialized analytical and informative state and federal databases to develop time series analyses regarding crime patterns, and to identify criminal groups; key individuals involved in organized criminal activity; their methods of operation; and the extent of the individual's criminal influence on its organized criminal group. The employee may also be responsible for compiling various statistical reports for grants, productivity logs, and weekly, monthly, and yearly Governor's reports, among others. The employee is also responsible for quality control of data entered into various intelligence databases in order to maintain the integrity of intelligence data received and/or disseminated. The employee is responsible for performing quality control of confidential Narcotics/Vice Unit documents to ensure accuracy and compliance with division policies and procedures. The employee is responsible for conducting numerous deconflictions through multiple systems for officer's safety, on targets/possible targets, events (physical addresses), telephone numbers, vehicle information, etc. Work is performed under general supervision.

DESCRIPTION OF DUTIES PERFORMED:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Perform quality control of confidential documents to ensure accuracy and compliance with division policies and procedures. Upon completion of officer's request, documents are disseminated to authorized agencies. Inquiries into CJ04 database are conducted through the AS400, as well as the FATPOT (AFR) system.

Perform criminal analysis to determine identification of subjects/possible subjects involved in narcotic and other criminal activity.

Provide strategic analytical services to various local, state, and federal agencies.

Conduct numerous deconflictions through multiple systems for officer's safety, on targets/possible targets, events (physical addresses), telephone numbers, vehicle information, etc.

Researches all applicable files, database systems and case summaries in order to respond to intelligence and criminal activity inquiries from all state and federal law enforcement agencies (state patrol agencies, FBI, DEA, ATF, IRS, etc.) and prosecuting attorneys.

Performs record analysis to determine interrelationships and transactions involving criminal activity; uses crime analysis techniques including, but not limited to, time series analysis, and case analysis to view and evaluate patterns of criminal activity; evaluates patterns of similar suspects or crime groups, to include maps, charts, and other statistics.

Researches, compiles, and disseminates to narcotic investigation officers and prosecutors, intelligence booklets containing all data on file on the subject in question for criminal activity.

Classification: Criminal Intelligence Analyst I - Narcotics

Title Code: V0585

Pay Range: 18

Page 2

Prepares daily, weekly, and monthly statistical reports detailing trends in narcotic activity and drug trafficking received by the Patrol and other local and state agencies.

Rotates with other analysts within the division to be on standby to respond to emergency situations.

Serves as liaison for MoSPIN (Missouri Statewide Intelligence Network), Midwest HIDTA (High Intensity Drug Trafficking Area), and MOCIC (Mid-States Organized Crime Information Center).

Maintain secure storage of confidential defendant files which include filing of required paperwork in the proper order to ensure the case file is complete. The case file is also updated for case year changes.

Monitor and maintain NVPS and CI20 databases for officer safety and conflict notification purposes.

Monitor DDCCNARC database for DOC threat assessments to log and maintain citizen calls to report criminal activity or answer drug related questions.

Educate DDCC officers regarding information available through MoSPIN.

Receive, review, and determine the integrity of data to be entered into the MoSPIN database from Patrol and other task force agency Narcotics/Vice Unit officers. Compile information for entry into the MoSPIN system, assuring entries are 28 CFR Part 23 compliant.

Performs other work-related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of law enforcement terminology and narcotics investigative techniques.

Knowledge in the collection, analyzing and dissemination of criminal intelligence information.

Knowledge of modern office databases, (Microsoft Excel, Lotus 1, 2, & 3, Lotus Notes).

Ability to properly handle, store, secure, destroy, and mark classified and other sensitive documents.

Ability to work in a secure operating environment with access to classified and sensitive information.

Ability to research a voluminous amount of databases in order to find information on individuals utilizing very little previous information on the subject (e.g., telephone number only, last name, alias, etc.).

Ability to perform tedious intelligence searches while maintaining high quality control and proof reading skills in the performance of job tasks.

Ability to work under extreme pressure and time limits.

Ability to multitask and determine high priority tasks in accomplishment of daily duties.

Classification: Criminal Intelligence Analyst I - Narcotics

Title Code: V0585

Pay Range: 18

Page 3

Ability to analyze intelligence information, submitted documents and statistical data present findings of fact in written and graphic form.

Ability to organize, prioritize and plan work effectively.

Ability to gather, assemble, correlate and analyze facts and devise solutions to problems.

Ability to display a professional appearance and demeanor consistent with the expectations of the Missouri State Highway Patrol.

Ability to represent the Highway Patrol on panels, committees, task forces etc., working on Missouri's drug issues and other criminal activities.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED:

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Bachelor's Degree in criminal justice, or related field;

OR

Four years' experience with a criminal justice, military or government intelligence agency or criminal intelligence network organization, or in a business, financial, or academic environment, compiling data, analyzing findings and writing comprehensive reports;

Classification: Criminal Intelligence Analyst I - Narcotics

Title Code: V0585

Pay Range: 18

Page 4

NECESSARY SPECIAL REQUIREMENTS:

Must be able to obtain and maintain MULES Certification within six months of hire, or as soon as scheduling allows.

Must be a resident of Missouri at the time of appointment.

Must successfully complete Foundations of Intelligence Analysis Training (FIAT) within a period not to exceed six months after appointment (or as soon as course enrollment is available).

Must pass a comprehensive background check necessary to have access to criminal intelligence and other information in the Missouri State Highway Patrol.

Must obtain a secret level Department of Homeland Security background/clearance or other federal background/clearance of equal security level.

FLSA STATUS: Non-Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.