



Classification: Criminal Intelligence Analyst I - Violent Crime Support Unit
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 analysis, link analysis and geographic analysis to identify suspects involved in violent crimes. The employee may also be responsible for compiling various statistical reports, bulletins and court room graphics. The employee is also responsible for quality control of data entered into the various investigation databases in order to maintain integrity of the information received and disseminated. 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.)

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 telephone record analysis charting methods and other link charting to determine interrelationships and transactions involving criminal activity; uses crime analysis techniques including, but not limited to, financial analysis, 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 major case investigation officers and prosecutors, intelligence booklets containing all data on file on the subject in question for criminal activity.

Provides strategic analytical services, development, and training at the state level in direct support of the initiatives and programs of the Midwest High Intensity Drug Trafficking Area (HIDTA); maintain close liaison with the Midwest HIDTA ISC; refers tactical support requests from HIDTA initiatives and the Patrol to the ISC; refers tactical support requests to the Midwest HIDTA ISC whenever possible so that a strategic statewide focus can be maintained by the HIDTA State Analyst Initiative; helps facilitate the preparation of Missouri's portion of the Midwest HIDTA budget and initiatives descriptions.

Rotates with other analysts within the division to be on standby to respond to emergency situations; responds to call outs for violent crimes; reports to crime scene anywhere in the state as needed and sets up remote site networking system in order to enter crime timeline information, witness statements, etc., into databases; call out work time will range from one day to several weeks in length.

Serves as liaison and centralized communications channel for MoSPIN (Missouri Statewide Intelligence Network).

Performs other work-related duties as assigned.

Classification: Criminal Intelligence Analyst I - Violent Crime Support Unit - DDCC

Title Code: V00585

Pay Range: 18

Page 2

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.

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.

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

Ability to prepare and provide both oral and written presentations to large groups of both civilian and law enforcement professional.

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 work with highly sensitive information in a confidential and professional manner and maintain the information as such.

Ability to prepare highly technical and detailed threat assessments and surveys regarding crime in the state of Missouri.

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.

Classification: Criminal Intelligence Analyst I - Violent Crime Support Unit - DDCC

Title Code: V00585

Pay Range: 18

Page 3

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.)

Bachelors 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.

NECESSARY SPECIAL REQUIREMENTS:

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

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

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.