



Classification: Temporary Professional (OCAT)

Title Code: V09752

Pay Range: Hourly

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 threat assessments, 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, bulletins, informative booklets, etc. 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. 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.

Creates photo lineups for investigating officers utilizing various state and/or federal databases.

Develops reports, threat assessments, bulletins and other products in a timely manner to enhance the flow of relevant trends of criminal activity; determines which individuals or groups need the information based on the level of intelligence contained in the product; and then disseminates to the appropriate audience.

Prepares publications and various brochures detailing trends in criminal activity, drug trafficking, gang related information, received by the Patrol and other state and national law enforcement intelligence agencies.

Monitors and maintains the integrity of data entered into databases from Patrol and other law enforcement agencies by deleting or adding information, correcting duplicate entries, and confirming 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 criminal 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.

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.

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 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 a maximum eight-hour shift as directed by the division supervisor, making sure no more than 1,000 hours of work is completed in a time period of one year; however, working hours are subject to change at the discretion of the commanding authority.