

Opening Date: October 31, 2014

Closing Date: November 14, 2014

DIVISION OF DRUG AND CRIME CONTROL
Missouri State Highway Patrol



JOB OPPORTUNITY BULLETIN

TITLE: **CRIMINAL INTELLIGENCE ANALYST I OR II**
Juvenile/Missing Persons Liaison

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DESCRIPTION: This Criminal Intelligence Analyst I or II - Juvenile/Missing Persons Liaison position is assigned to Division of Drug and Crime Control within the Missouri State Highway Patrol. The official domicile for this position is Jefferson City, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act.

POSITION SUMMARY: This is a responsible professional and analytical position at the Division of Drug and Crime Control. An individual in this position serves as liaison between the Missouri Missing Children's State Clearinghouse and other various state, federal, and local law enforcement agencies, as well as the public. This employee also responds to and assists with Missing Persons investigations as requested, and provides assistance in transitioning Missing Persons investigations to the Violent Crime Support Unit, when necessary. General supervision is received in the performance of job duties; however, considerable initiative and motivation is expected within the employee's area of responsibility. Work is performed under general supervision.

For a more detailed job description go to:

<http://www.mshp.dps.missouri.gov/MSPWeb/PatrolDivisions/HRD/Civilian/CivilianJobDescriptions/salarySchedule.html>.

QUALIFICATIONS: **Criminal Intelligence Analyst I:** 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. **Criminal Intelligence Analyst II:** Bachelors Degree in criminal justice, or related field and two 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 OR six 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 OR two years as a Criminal Intelligence Analyst I with the Patrol.

Applicant must be a resident of Missouri at the time of appointment. Must be able to obtain and maintain MULES certification. Applicants 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). Applicant must pass a comprehensive background check necessary to have access to criminal intelligence and other information in the Missouri State Highway Patrol. Applicant must obtain a secret level Department of Homeland Security background/clearance or other federal background/clearance of equal security level.

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SALARY RANGE The minimum starting salary is \$1,236.50; however salary may be commensurate with experience.

APPLICATION PROCEDURE: Individuals interested in this Criminal Intelligence Analyst position must submit the Patrol's on-line application prior to the application deadline of November 14, 2014. Resumes will not be accepted in lieu of the application. Applicants with the necessary educational qualifications must also submit a copy of their college transcripts, which can be uploaded and attached to the application. Please visit our website at www.msdp.dps.mo.gov to complete an on-line [Application for Civilian Employment \(ACE\)](#). Individuals who have previously completed an application must access their profile in the ACE system to re-apply.

Current Patrol employees who meet the minimum qualifications may apply through the Human Resources Division by submitting an intradepartmental letter of application (SHP-15C) and resume through channels prior to the application deadline.

Interview boards are tentatively scheduled for the week of November 24, 2014. The tentative start date for this position is within 30 days of the interview.

Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

NOTE: Final selection may be based upon several factors, e.g., results of an oral interview, written examination or exercise, review of past work performance, performance evaluations, and/or candidate's possession of the knowledge, skills, and abilities deemed necessary for successful performance in the job.

Once a job offer has been made, employment with the Missouri State Highway Patrol is contingent upon the successful results of a Patrol administered drug test and favorable background investigation.

EEO STATEMENT: The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, age, national origin, veteran status, ancestry, sexual orientation, or disability.

*****Missouri State Highway Patrol***
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