

Opening Date: January 10, 2011

Closing Date: January 24, 2011

JOB OPPORTUNITY BULLETIN
MISSOURI STATE HIGHWAY PATROL
DIVISION OF DRUG AND CRIME CONTROL

TITLE: Criminal Intelligence Analyst I or II

LOCATION: Jefferson City, Missouri

FACILITATOR: Liz Stokes
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DESCRIPTION: This Criminal Intelligence Analyst position is assigned to the Rural Crimes Investigation Unit of the Missouri State Highway Patrol's Division of Drug and Crime Control, Jefferson City, Missouri. This position will be assigned to work first shift. The first shift hours are 8:00 a.m. to 5:00 p.m. Employees in these positions work rotating weekends and holidays. These hours are subject to change at the discretion of the division director. A flexible work schedule is permitted. 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. This position works closely with the Missouri Information Analysis Center (MIAC). 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 over fifty 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., and the Missouri Statewide Intelligence Network (MoSPIN). 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. (For a more detailed job description go to: <http://www.mshp.dps.missouri.gov/MShPWeb/PatrolDivisions/HRD/Civilian/CivilianJobDescriptions/salarySchedule.html>.)

QUALIFICATIONS: 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.

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

SALARY RANGE: (Semi-monthly) The minimum starting salary is \$1,191.50; however salary will be commensurate with applicable experience and education.

APPLICATION PROCEDURE: Individuals interested in the Criminal Intelligence Analyst position **must complete and submit** the Patrol's on-line application on or before the deadline of January 24, 2011. Applicants with the necessary educational qualifications must also submit official college transcripts (unofficial internet copies will not be accepted) by the application deadline. Resumes will not be accepted in lieu of the application. Please visit our website at www.mshp.dps.mo.gov to complete an **on-line** Application for Civilian Employment (ACE).

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Individuals who have completed a paper application for a position within the last twelve months must complete a new on-line application in the ACE system.

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

Interview boards are tentatively scheduled for the first week of February 2011. 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.

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.

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.

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, national origin, age, disability status, or any other non-merit factor.

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