

HIDALGO COUNTY SHERIFF'S OFFICE

Job Title: Criminal Intelligence Research Analyst

FLSA Status: Non-Exempt

Department: 280

Civil Service Status: Non-Exempt

SUMMARY:

To perform professional, technical, and analytical work in the research, selection, collection, correlation, organization, analysis and evaluation of data for use in law enforcement activities and operations aimed at the prevention, suppression, and detection of criminal activity and the apprehension of criminals.

SPECIAL REQUIREMENTS:

- Knowledge and understanding of the principles, practices, methods and techniques of criminal law enforcement, administration, and crime prevention.
- Knowledge and understanding of law enforcement policies, rules, regulations, practices and procedures.
- Knowledge and skill in the use of computers and applicable software in research, analysis, evaluation, and statistical and graphic presentations.
- Knowledge and the ability to research, recognize, detect, forecast or project patterns and trends of criminal activity in terms of time, location, type, suspects, victims or other factors.
- Knowledge and understanding of the use of national, regional and local networks and databases in the analysis and evaluation of criminal activity.
- Ability to communicate clearly, orally and in writing, and to make accurate, factual, concise, well-organized and effective statistical and analytical reports and presentations.

ESSENTIAL FUNCTIONS:

- Designs/Develops methods of gathering, collating, selecting, organizing, analyzing and evaluating significant criminal activity data for the purpose of aiding in the prevention, detection and suppression of crime.
- Designs/Develops methods for correlating crime data in the determination of patterns, trends, and characteristics of criminal activity within the County of Hidalgo.
- Utilizes existing or establishes new or modified databases and related records, develops presentation formats, and compiles statistical and analytical reports and statements.

- Conducts studies and performs research of criminal investigations and intelligence documents relating to organized crime, terrorism, and professional criminal activity and prepares reports on trends, patterns, characteristics and projected activity. Conducts oral briefings.
- Assists and/or develops and prepares crime summaries, charts, maps, diagrams, graphs and related materials in order to track and present findings related to criminal intelligence, criminal activity, patterns, and trends; assists the Senior Crime Analyst in preparing predictions based upon previous reported activities. Develops biographical or criminal activity profiles for use in detection and prevention of crime.
- Prepares and develops organizational charts, flow charts, link analysis charts and time lines of events associated with targeted individuals and/or criminal organizations.
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that would be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

QUALIFICATION REQUIREMENTS:

An Associate Degree from an accredited college or university, plus one (1) year experience in research and analytical work in a criminal justice law enforcement organization, involving the skilled use of computer science spreadsheet, database, graphics, and similar software; or the equivalent in education, training, and experience, which would provide the necessary knowledge, skills and abilities.

CERTIFICATES, LICENSES & REGISTRATION

- Must possess a valid Texas Motor Vehicle Operator's license;
- Must be able to be insured by the County's insurance carrier.

APPLICANT SCREENING:

The top candidates, based on a review of the completed applications for employment and the information submitted with the applications, will be referred to the Sheriff's Office for a personal review.

Successful applicant will undergo a thorough background investigation prior to being offered the position. Applicant must pass the background investigation to be selected for the position.

INFORMATION AND DOCUMENTS TO BE SUBMITTED TO HIDALGO COUNTY HUMAN RESOURCES DEPARTMENT

- Application for Employment;
- Copy of High School Diploma or GED Certificate;
- College transcript, if applicable;
- Copies of certificates of training;
- Military Service Discharge Certificate (DD214), if applicable;
- Copy of current Texas Motor Vehicle Operator's License;
- Any other background information and documentation the Applicant desires to present.

PUBLIC CONTACTS

Contacts are with other officers and employees of the HCSO to obtain/provide information, and with the Information Technology Department and other County departments to obtain or provide assistance relating to the crime analysis activity. Contacts are also established and maintained with personnel of other law enforcement agencies and jurisdictions to share information and data on crime analysis activities and developments.

SUPERVISION RECEIVED

Under the supervision of the Captain of Special Services or designated representative who assigns and reviews work, and establishes priorities for accomplishment. Work is primarily reviewed for adequacy and completeness and results achieved. Incumbent is expected to use considerable initiative and judgment in planning and developing systems and procedures and in making presentations of information and data.

PHYSICAL REQUIREMENTS

Normal physical activity in an office environment plus extensive use of computer screens requiring visual acuity.