



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **CRIMINAL INTELLIGENCE RESEARCH ANALYST**
Grade: 09

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs journey-level criminal intelligence research investigation work; Work involves analysis of criminal information received by investigations relating to criminal activities and relationships. Work involves extensive reading, report writing, data analysis, and development of hypothetical links between crimes and crime groups.

EXAMPLES OF WORK PERFORMED

Evaluates information, selects essential elements, and correlates new information with existing information

Compiles information, analyzes findings, makes interpretations, and writes comprehensive reports based on analysis

Conducts background research on criminals or suspected criminals under investigation through direct computer access or other

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly to provide team work

Prepares graphs, charts (link analysis, event flow analysis, activity charting), tables and other illustrative devices for visual presentation of data

Develop and maintain liaison with the intelligence community at Federal, State, County, and Municipal levels to share information on criminal activities or suspected criminals under investigation

Performs all other related duties as assigned

EXPERIENCE AND EDUCATION

Graduation from an accredited college or university with a Bachelor's Degree in Criminal Justice or related

Two (2) years of experience with law enforcement relating to criminal analysis

Two (2) years of related experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

May need to be certified with a specific analyst training such as the International Association of Law Enforcement Intelligence Analysts

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of research methods and techniques

Knowledge of crimes and modus operandi with organized crime, white collar crime, and major conspiracies

Knowledge of intelligence retention and dissemination

Able to organize and present accurate information in a logical sequence

Able to read, analyze, interpret, and evaluate research findings and recommendations

Strong communication and written skills

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations