



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **CRIMINAL RESEARCH SPECIALIST**
Grade: 11

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

The primary purpose of this position is to research and evaluate intelligence data from all-sources of information to identify and disseminate intelligence data of interest to the;

- Sheriff: Texas Transnational Intelligence Center, as well as Texas Transnational Intelligence Center partners, and its stakeholders
- HIDTA: Hidalgo County HIDTA Task Force to include Federal, State, and local partners

EXAMPLES OF WORK PERFORMED

Conduct extensive database research

Plans and conducts public meetings, briefings, and other activities in support of the Texas Transnational Intelligence Center and/or HIDTA Task Force and provides information to support the development and dissemination of key intelligence information

Assists in the planning and development of group reports or other products; and develops instructions, guides, and manuals to support established dissemination standards and methods dealing with conventional intelligence problems, questions, or situations

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

Assesses future requirements for intelligence data based on trends and interpretations of events, and identifies new sources of information for application to particularly sensitive problems

Develop and maintain liaison with Texas Transnational Intelligence Center and/or HIDTA Task Force at Federal, State and local officials, and private industry

Prepares recommendations that regularly include analysis of multiple factors including evaluation and interpretation of findings based upon extensive database queries

Assists in the screening, evaluation, consolidation, and analyses of a large quantity of information intelligence from various sources

Represents the organization on working groups and committees

Performs all other related duties as assigned

EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a Bachelor's Degree in Criminal Justice, Homeland Security, International Relations, Political Science, related field

One (1) year of specialized 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

Specialized analysts training with certification by the Certified Law Enforcement Analyst Program preferred

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 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 through strong communication and written skills

Ability to analyze public policy issues

Ability to design and utilize research and analytical methods and techniques

Ability to write in a public policy context

Ability to convey analysis and information orally through briefings, consultations and other presentations

Ability to exercise objectivity in all phases of analysis and consultation

Ability to work effectively in a high pressure environment

Ability to exercise judgment and discretion

Ability to lead people and tasks effectively

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