

JOB DESCRIPTION

JOB TITLE: Intelligence Analyst
DEPARTMENT: Support Services, Technical Services
REPORTS TO: Deputy Director, Support Services
EEO category 3

SUMMARY:

As part of the South Sound 911 Technical Services Division, and under the direction of the Deputy Director, Support Services, this position is responsible for providing timely and actionable information and intelligence regarding past, present and future crimes and crime trends in Pierce County.

ESSENTIAL FUNCTIONS:

Gather, analyze, correlate, or evaluate information and records from a variety of resources, such as law enforcement databases and social media; link or chart suspects to criminal groups or events to determine activities and interrelationships.

Use databases to locate investigation details or other information. Review, select, evaluate, and consolidate intelligence data to assist with investigations. Provide critical intelligence support to operational and investigative personnel.

Develop suspect profiles, victim profiles, or target profiles; prepare reports that detail investigation findings; create photo montages; present findings to law enforcement personnel. Continually monitor events and crime trends. Connect agencies that are investigating similar crimes or associated people and vehicles.

Collaborate with representatives from other government and intelligence organizations to share information or coordinate intelligence activities. Serve on associated regional task forces.

Receive and process electronic communication records from law enforcement officials related to criminal investigations. Support criminal investigations with a variety of techniques to include analysis of digital evidence, lead developing, suspect research, and link charting.

Provide tactical case support including, but not limited to; developing suspect leads; locate last known addresses, vehicles, business licenses, etc. for known suspects; identifying victims and associated cases; search selected databases for stolen property.

REQUIRED ABILITY, KNOWLEDGE AND EXPECTATIONS:

Ability to validate known intelligence with data from other sources, to include social media.

Ability to evaluate records of communications, such as telephone calls, to plot activity.

Ability to form logical conclusions by combining pieces of information through inductive reasoning.

Proficient in use multiple internal and external databases, including DOL, TLO, CAD, and RMS.

Fluent use of the English language

Understand and follow written and verbal instructions.

Understand and interpret complex rules and procedures.

Read, interpret, explain, apply and follow applicable laws, ordinances, codes, regulations, policies and procedures.

Work appropriately with confidential material and information.
 Work with speed and accuracy.
 Follow safety rules and regulations.
 Proficient with standard suite of Microsoft Office software and database applications, fax machine, and phone system.
 Exercise a high degree of independent judgment in problem solving and decision-making.
 Communicate efficiently and effectively both orally and in writing using tact, patience and courtesy.
 Maintain cooperative and effective working relationships with others.
 Analyze situations quickly and adopt an effective course of action.
 Organize work with many interruptions and multiple tasks to meet schedules and timelines.
 Maintain regular and predictable attendance.

QUALIFICATIONS:

A Bachelor’s degree from an accredited four-year college with emphasis in math, statistics, criminal justice, behavioral science, or related field, and/or formal training and certification from a recognized crime analyst program or qualifying experience in the analysis of criminal activities may be substituted for the required education. Relevant law enforcement analytical experience may be substitute year over year for educational requirements.

Formal training and certification from a recognized crime analyst program and experience working in a law enforcement environment are desired.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:

A valid Washington State driver’s license may be required.

PHYSICAL REQUIREMENTS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit at a computer terminal, frequent walking both indoors and out; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand, stoop, or kneel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

WORKING ENVIRONMENT:

Office environment with frequent interruptions. The noise level in the work environment is usually quiet. This position will interact with employees and customers on a daily basis. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of work outside of normal scheduled hours may be required.

MACHINES/TOOLS/EQUIPMENT/WORK AIDS:

Personal computer, copy machines, telephone, fax machine, E-mail, calculators, and printers.

POTENTIAL HAZARDS:

The hazards are consistent within an office environment.

ANALYSIS OF PHYSICAL DEMANDS OF POSITION:

| Activity | Percentage of time | Activity | Pounds |
|----------|--------------------|-------------------|---------|
| Standing | 10% of time | Pulling & Pushing | 25 lbs. |

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|---------|-------------|----------|--------|
| Walking | 10% of time | Lifting | 25lbs. |
| Sitting | 80% of time | Carrying | 25lbs. |

The following abilities are required to perform the essential job functions:

| | |
|------------------|-----|
| Hearing | YES |
| Seeing | YES |
| Depth Perception | NO |
| Color Vision | NO |

Seldom to occasionally the position will require the following activities: Stooping, Crouching, Crawling, Climbing, Balancing and Kneeling.

ADDITIONAL COMMENTS:

The statements herein are intended to describe the general nature and level of work performed by employee(s) in this job title. The statements are not a complete list of responsibilities, duties and skills required of employee(s) in this job title. Furthermore, the job description does not establish a contract of employment and is subject to change at the discretion of the agency.

PREPARED BY: Scott Hamel, Deputy Director

REVIEWED BY: Laura Lakowske, Recruiting Coordinator

DATE: 5/4/23

Revision date(s) _____