INFORMATION INTELLIGENCE ANALYST

POSITION SUMMARY:

This is a support position assigned to work with the Patrol, Criminal Investigative Division, and the Drug Task Force. The position is tasked with analyzing and organizing confidential intelligence and information for officers that is either entered in to the storage management system of the police department and/or shared amongst officers at information sharing meetings. They will assist in coordination and maintenance of the evidence storage processing system of the police department. There is also a multitude of various other assigned tasks and details associated with support duties for the Patrol, Criminal Investigative Division, and the Drug Task Force.

RESPONSIBLITIES

Essential Duties:

- Receives, redirects, and responds to a variety of communications.
- Tasks are multiple and diverse with some interrelationship across processes. Handles some unrelated functions. Work requires the direct application of a variety of procedures, policies, and/or precedents. Is not responsible for budget and expenditure authority.
- Position focuses on the analyzing and organization of confidential intelligence and information to help strengthen our criminal investigations and combat criminal activity.
- Complete reports and/or PowerPoints related to analysis of criminal information and investigations.
- Organize and coordinate confidential information to be disseminated to our local drug task force.
- Will assist and/or tend to the coordination and maintenance of the evidence storage processing system.
- Audit Criminal Investigative Division case files for accuracy.
- Prepares criminal report files to be sent to prosecutorial offices for review.
- Assist in auditing sex offender registrant's files.
- Review Social Media sites related to background and criminal investigations.
- Performs other duties of a similar nature or level.

Knowledge, Skills, And Abilities (position requirements at entry):

- Basic applied mathematical principles (addition, subtraction, multiplication, division)
- Spelling, grammar and English composition;
- Basic organizational skills and record keeping practices;
- Understanding of the basic elements of criminal investigations and the Judicial process;
- Ability to use a variety of office equipment and related applications;
- Ability to communicate effectively both verbally and in writing, with emphasis on customer service;
- Ability to establish and maintain effective and harmonious working relationships with co-workers and supervisors.
- Effective analytical and listening skills;
- Strong computer skills and working knowledge of software programs such as Microsoft Office, and ability to perform office tasks and operate standard office equipment;

- Ability to maintain a high degree of confidentiality;
- Excellent prioritization, time management and organization skills.

Judgement/Decision Making:

- Performs duties within scope of general City policies, procedures and objectives.
- Supervised by Police Sergeant.
- Analyzes problems and performs needs assessments.
- Uses judgment in adapting broad guidelines to achieve desired result.
- Regular exercise of independent judgment within accepted practices.
- Makes recommendations that affect policies, procedures and practices.
- Judgment requires accuracy because errors could potentially result in inaccurate reports, incomplete or misleading information, unsound recommendations, or incorrect decisions.
- Refers exceptions to policy and procedure to Police Sergeant.

RELATIONSHIPS

Leadership:

- No supervisory responsibility for full-time, part-time or temporary employees.

Relationships:

- Regular and substantial contact with others. Contacts usually involve discussions related to the interpretation of confidential information and intelligence.
- Will handle sensitive and/or complex information as supervisor allows.
- Assesses problem situations and expected to provide feedback in such instances.
- Explores alternative and creative solutions to organizing confidential information to strengthen criminal investigations.
- Communication is generally one-on-one but may require small group (3 to 15) presentations.
- May assist with media inquiries per policy/supervisor request.

SKILLS

Education and Experience:

- Associates Degree (AA); Bachelor Degree preferred.
- Three to five years specialized job related experience.
- Or equivalent combination of education and work experience sufficient to successfully perform the essential duties of the job.

Special Requirements: *(*position requirements at entry):

- Valid Driver's License

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WORKING CONDITIONS:

Environment:

- Working conditions involve some exposure to moderate risk of accident and require following basic safety precautions. Physical demands include moderate physical activity that includes prolonged standing and/or walking. Work may require routine travel.
- Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Classification: Grade 15 (G-15)
FLSA: Non-Exempt
Created and reviewed: 02/15/18
Approved by City Commission: 05/15/18
Updated: 6/24/22 by HR Torgerson. Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025.