

CLASS TITLE: CRIME AND INTELLIGENCE ANALYST

PURPOSE OF THE CLASSIFICATION: Under general supervision provides technical, analytical and investigative assistance to police officers, investigators and agents locally, statewide and nationally to aid in the identification, investigation and arrest of criminal/terrorist offenders and/or conspirators and performs other related assigned duties.

ESSENTIAL TASKS:

- Utilizes multi-agency data sharing system and other sources to conduct analysis and evaluation of criminal, terrorist or conspirator activity
- Researches and analyzes statistical information and prepares and presents linkage charts showing criminal/terrorist association/organizations, commodity flow, events, and net worth assessments, identifying patterns and trends
- Prepares reports indicating or supporting the probability of criminal and/or terrorists activity using various information sources
- Posts electronic notices of persons/items to allow access by field officers in multiple jurisdictions
- Responds to requests for investigative assistance, interfacing with local, state and federal agents, police officers and investigators
- Attends meetings with members of other TPD Divisions, criminal justice agencies and the State Intelligence Fusion Center to obtain or disseminate information
- May testify in court
- Must report to work on a regular and timely basis

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

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with an bachelor's degree in behavioral science, statistics, mathematics, criminal justice or a related field; and three (3) years of experience in specialized research and analysis; or an equivalent combination of training and experience per Personnel Policies and Procedures Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of methods and techniques used in researching, compiling, sorting, evaluating and analyzing relevant statistical information to perform crime analysis and criminal investigations; good knowledge of criminal/terrorists profiles and crime patterns; and good knowledge of Microsoft Office computer software. Ability to prepare technical reports on a variety of subjects; ability to utilize inductive reasoning to develop hypothesis; ability to assist a variety of personnel, both internally and externally; ability to deal effectively with individuals in complex and controversial situations; ability to summarize and disseminate information in a clear and effective manner; ability to discreetly handle sensitive and confidential information; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard, 10-key and telephone; occasional lifting, carrying, pushing and pulling up to 50 pounds; may be subject to sitting for extended periods of time, walking, standing, reaching and bending; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License; and the applicable criminal analyst certification as determined by the department within an appropriate timeframe.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting with high noise and toxic fumes; and may have minimal exposure to narcotics.

Class Code: 1510

EEO Code: N-02

Pay Code: AT-36

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Group: Clerical and Administrative
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