

CITY OF CORAL SPRINGS Classification Description

CLASSIFICATION TITLE: Intelligence Analyst
FUNCTIONAL AREA: Police Department

WORK OBJECTIVE:

Under general direction, the purpose of the position is to assist with VIN criminal investigations. Employees in this classification perform at professional staff level, and are responsible for ensuring the data analysis relevant to VIN investigations and the crime tip line. Position is accountable for receiving, analyzing and collating raw police data for the VIN unit. Work includes analyzing, preparing and submitting various analytical reports to the Supervisor and Command staff as directed.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Analyzes and prepares reports on criminal investigations assigned to the VIN unit; performs high priority leads and analyses.
- Prepares, submits, and disseminates analytical reports, e.g., intelligence reports, criminal profiles, investigatory analysis.
- Responsible for all types of incoming intelligence to the VIN Unit, and complete preservation of same for entry and retrieval.
- Assists with investigations citywide relative to VIN data; provides technical analysis.
- Create and query software applications for intelligence data processing, analysis and records maintenance to include in-house as well as "stand alone" programs.
- Utilize numerous software applications, data bases and internet sites.
- Maintain legal liaison and case preparation for all cases filed within State and Federal courts.
- Maintain complete confidentiality of all VIN intelligence and investigations through active measures.
- Prepare, track, maintain all unit reports and or investigations

Conduct preliminary background investigations for Occupational Licensing and Police Department Human Resources Unit.

Intelligence Analyst

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

High School diploma or GED and three (3) to four (4) years of data analysis experience; or an equivalent combination of education, training, and experience. Must possess and maintain a valid Florida Driver's License. Bachelor's Degree in Criminal Justice or Police Science preferred.

Knowledge, Skills, & Abilities –

Considerable knowledge in pre-established departmental, State and Federal policies, procedures and regulatory requirements applicable to the work; knowledge of current laws governing investigations.

Ability to understand and follow written and oral instructions.

Ability to access, operate and maintain various software applications.

Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.

Ability to work independently without supervision.

Ability to operate an automatic and standard transmission vehicle.

Skill in performing highly responsible work maintaining the integrity and security of police data.

Skill in reading, updating, analyzing and maintaining various records and files.

Skill in clearly communicating information both verbally and in writing.

Skill in establishing and maintaining effective working relationships with law enforcement personnel, supervisors and general public.

PHYSICAL REQUIREMENTS:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

ENVIRONMENTAL REQUIREMENTS:

Most work is performed in usual office conditions with rare exposure to disagreeable environmental factors, e.g., dust, cleaning chemicals/fumes, mild temperature variations. Some tasks are performed in outdoor environments and include potential for intermittent exposure to disagreeable elements, e.g., heat, humidity, inclement weather. These tasks may include working in and around moving vehicles and associated vehicle/equipment areas, where heightened awareness to surroundings and observance of established safety precautions is essential in avoidance of injury or accidents.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.