



Classification: Criminal Intelligence Analyst I - Juvenile/Missing Person Liaison
Title Code: V00585
Pay Range: 18

POSITION SUMMARY:

This is a responsible professional and analytical position at the Division of Drug and Crime Control. An individual in this position serves as liaison between the Missouri Missing Children's State Clearinghouse and other various state, federal, and local law enforcement agencies, as well as the public. This employee also responds to and assists with Missing Persons investigations as requested, and provides assistance in transitioning Missing Persons investigations to the Violent Crime Support Unit, when necessary. General supervision is received in the performance of job duties; however, considerable initiative and motivation is expected within the employee's area of responsibility. Work is performed under general supervision.

DESCRIPTION OF DUTIES PERFORMED:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Reviews, analyzes, and responds to documentation and lead information pertaining to unsolved missing persons cases investigated by the Patrol, other law enforcement agencies, and the National Center for Missing and Exploited Children (NCMEC).

Researches all applicable and accessible files, database systems, on-line services and case summaries in order to respond to juvenile/missing persons/ inquiries from all law enforcement personnel, prosecutors, district attorneys and the public.

Maintains, analyzes, and distributes monthly statistics on missing juveniles and adults in the State of Missouri as well as those for requested individual cities, counties and troops.

Obtains photos and descriptive information from any law enforcement agency or the victim's family in order to create posters of missing juveniles and adults; distributes the posters through e-mail and fax to law enforcement in Missouri, other states, as well as other countries in cases of international abductions.

Creates, develops, and presents age-appropriate programs to schools, parents, civic organizations, private entities, other law enforcement agencies, etc.

Creates and distributes literature on safety to the Patrol museum, other law enforcement agencies, private entities, and parents.

Assists with special events involving the Missing Children's Clearinghouse such as National Missing Children's Day events, National Victim's Rights Week, exhibits at various retailers, and the exhibit located in the Patrol museum.

Alphabetizes, transports, and files hard copy of reports; purges and archives hard copy and computer records according to established Unit procedures.

Performs job-related travel to represent the Unit in Missing Persons Cases, Mass Casualty events, along with various meetings and conferences.

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Performs other work-related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of law enforcement terminology and criminal investigative techniques.

Knowledge in the collection, analyzing and dissemination of criminal intelligence information.

Knowledge of modern office databases, (Microsoft Excel, Lotus 1,2, & 3, Lotus Notes).

Ability to work in a secure operating environment with access to classified and sensitive information.

Ability to research a voluminous amount of databases in order to find information on individuals utilizing very little previous information on the subject (e.g., telephone number only, last name, alias, etc.).

Ability to perform tedious intelligence searches while maintaining high quality control and proof reading skills in the performance of job tasks.

Ability to work under extreme pressure and time limits.

Ability to multitask and determine high priority tasks in accomplishment of daily duties.

Ability to analyze intelligence information, submitted documents and statistical data present findings of fact in written and graphic form.

Ability to prepare and provide both oral and written presentations to large groups of both civilian and law enforcement professionals.

Ability to organize, prioritize and plan work effectively.

Ability to gather, assemble, correlate and analyze facts and devise solutions to problems.

Ability to display a professional appearance and demeanor consistent with the expectations of the Missouri State Highway Patrol.

Ability to represent the Missouri State Highway Patrol on panels, committees, task forces etc., working on issues and other criminal activities.

Ability to work with highly sensitive information in a confidential and professional manner and maintain the information as such.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

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Ability to work hours as assigned.

Ability to travel

MINIMUM EXPERIENCE AND EDUCATION REQUIRED:

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Bachelors Degree in criminal justice, or related field;

OR

Four years experience with a criminal justice, military or government intelligence agency or criminal intelligence network organization, or in a business, financial, or academic environment, compiling data, analyzing findings and writing comprehensive reports.

NECESSARY SPECIAL REQUIREMENTS:

Must be able to obtain and maintain MULES Certification within six months of hire, or as soon as scheduling allows.

Must be a resident of Missouri at the time of appointment.

Must successfully complete Foundations of Intelligence Analysis Training (FIAT) within a period not to exceed six months after appointment (or as soon as course enrollment is available).

Must pass a comprehensive background check necessary to have access to criminal intelligence and other information in the Missouri State Highway Patrol.

Must obtain a secret level Department of Homeland Security background/clearance or other federal background/clearance of equal security level.

FLSA STATUS: Non-Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.