

Job Description

Missouri State Highway Patrol

Class Title: Information Analyst I (DDCC - Narcotic/Vice Unit)

Title Code: V00571

Effective Date: 04/04/00

Date Reviewed: 11/27/07 #65

Date Revised: 08/30/06

Immediate Supervisor: Information Analyst Supervisor

Position Supervised: None

FLSA Classification: Non-exempt

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

POSITION SUMMARY

This is responsible analytical work in the Division of Drug and Crime Control. The employee in this position analyzes, prioritizes and disseminates highly confidential information, submitted written or verbally by Narcotic/Vice Unit Officers, Task Force Officers, Troopers, and other law enforcement agencies. Work is subject to general review and supervision by the designated supervisor for conformance with policies and procedures.

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.)

Serves as a "hotline" liaison and centralized communication channel for narcotics field officers, prosecutors, informants, etc.; maintains the recorder log of all officers calling into Narcotic/Vice Unit telephone log; receives inquiries, documents inquiries on recorder log, takes requisite action to address urgency of calls; establishes proper contact; performs database checks; forwards information through appropriate channels to authorized individuals.

Researches all applicable and accessible files, database systems and case summaries in order to respond to intelligence and criminal activity inquiries from all Missouri law enforcement agencies, Patrol personnel, federal agencies, (e.g., IRS, FBI, DEA, ATF) and prosecutors.

Reviews and analyzes intelligence reports and other documentation pertaining to narcotic activity investigated and submitted by law enforcement personnel to the Division of Drug and Crime Control; finalizes all incomplete reports and prepares final document in accordance with established unit procedures.

Retrieves information contained in the MULES and other database systems (e.g., criminal histories, driver's license, warrants, stolen weapons, etc.); documents, validates, and disseminates requested criminal history information on suspects, defendants, and confidential informants; interacts with appropriate narcotics investigators, criminal justice administrators such as prosecutors, courts, or any other entities pertaining to the integrity of developed or known information.

Creates and assembles arrest books to be presented to the prosecuting attorney and county/federal officials to ensure that the proper forms, reports, property records, etc., are present and all forms have the appropriate signature.

Codes reports and teletypes related to Narcotic/Vice Unit (e.g., by distribution, search warrant, consent

Information Analyst I (DDCC - Narcotic/Vice Unit)

2

search, investigation report, etc.) and enters report information into narcotic database via the personal computer.

Reviews and edits information on all narcotic reports submitted by Narcotic/Vice Unit officers and Task Force officers for accuracy and completeness; reviews, edits, and analyzes information pertaining to drug activity investigated by law enforcement agencies, as requested, for accuracy and completeness.

Reviews, enters, maintains, and updates files, listings, records, and tapes; alphabetizes, transports, and files hard copy reports; purges and archives hard copies and computer records in accordance with established procedure.

Notifies and disseminates all CI 19 Database Tracking on Narcotic/Vice Unit officers to ensure the safety of the officers; maintains files on all narcotic-related teletypes.

Notifies and disseminates all CI 19 Database Tracking on active confidential informants to Narcotic/Vice Unit officers to ensure the safety of the officers.

Completes and files confidential informant information with all required documentation; compiles a semi-annual listing on all confidential informants that are active.

Assembles packets, prepares and updates booklets, training guides, policy and procedure manuals (e.g., Special Orders), etc.

Composes and reviews written correspondence; edits correspondence, forms and other materials for accuracy and clarity.

Utilizes information resources (manuals, desk references) as sources for data verification.

Operates standard office equipment (e.g., telephone, teletype, transcription machine, typewriter, computer terminal, printers, recorders, pagers, copiers, facsimile machine, calculator, shredder, etc.).

Opens, sorts, and distributes mail.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of modern office practices, procedures and equipment.

Knowledge of the Missouri Sunshine Law and Privacy Act.

Knowledge of criminal investigations.

Knowledge of MULES, NCIC, and DOR computer files.

Ability to read English effectively.

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

Ability to effectively prioritize situations and information and make appropriate decisions based on information received.

Ability to collect, organize, and present facts accurately and thoroughly.

Information Analyst I (DDCC - Narcotic/Vice Unit)

3

Ability to adapt to rapid, diverse, unique situations.

Ability to make decisions in accordance with laws, policies, and regulations and apply these to work problems.

Ability to operate standard office equipment in the completion of assigned duties.

Ability to establish and maintain complex records and files.

Ability to work independently.

Ability to exercise judgment and discretion.

Ability to understand and follow written and verbal instructions.

Ability to expedite a voluminous flow of detailed work.

Ability to establish and maintain harmonious working relations with others.

Ability to type 40 words per minute with ten (10) errors or less.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

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.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING 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.)

Graduation from a standard high school or possess a GED.

Possess two years of clerical and/or customer service experience in an office setting.

NECESSARY SPECIAL REQUIREMENTS

Must successfully complete MULES training within the first six months of employment or as soon as scheduling permits, as well as yearly re-certification.