

Opening Date: August 3, 2011

Closing Date: August 16, 2011

JOB OPPORTUNITY BULLETIN
MISSOURI STATE HIGHWAY PATROL
DIVISION OF DRUG AND CRIME CONTROL

TITLE: Criminal Intelligence Analyst I or II - Violent Crime Support Unit

LOCATION: Jefferson City, Missouri

FACILITATOR: Liz Stokes
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DESCRIPTION: This Criminal Intelligence Analyst position is assigned to the Violent Crimes Support Unit of the Missouri State Highway Patrol's Division of Drug and Crime Control, Jefferson City, Missouri. This position will be assigned to work first shift: 8:00 a.m. to 5:00 p.m. These hours are subject to change at the discretion of the division director. A flexible work schedule is permitted. This analyst position requires the employee to be on 24/7 on-call status. It will also require periodic travel throughout the state for possible extended periods of time, with little prior notice. The official domicile for this position is Jefferson City, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act.

POSITION SUMMARY: This is a responsible professional and analytical position at the Division of Drug and Crime Control. An individual in this position analyzes and assesses criminal information of a confidential nature and develops comprehensive analytical reports based on available data. The employee is required to utilize numerous specialized analytical and informative state and federal databases to develop time series analysis, link analysis and geographic analysis to identify suspects involved in violent crimes. The employee may also be responsible for compiling various statistical reports, bulletins and court room graphics. The employee is also responsible for quality control of data entered into the various investigation databases in order to maintain integrity of the information received and disseminated. Work is performed under general supervision. *(For a more detailed job description go to: <http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/HRD/Civilian/CivilianJobDescriptions/salarySchedule.html>.)*

QUALIFICATIONS: Bachelor's 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.

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

It is highly desirable that applicants for this position possess knowledge of and/or experience in the following:

Law enforcement or military agency specific to investigations; reviewing and analyzing large amounts of data in investigations; utilizing computer programs to analyze information to create graphs, charts, or maps; working in a task force type of atmosphere to reach a goal/solution to problems.

SALARY RANGE: (Semi-monthly) The minimum starting salary is \$1,191.50; however salary may be commensurate with applicable experience and education.

APPLICATION PROCEDURE: Individuals interested in the Criminal Intelligence Analyst position **must complete and submit** the Patrol's on-line application on or before the deadline of August 16, 2011. Applicants with the necessary educational qualifications must also submit official or unofficial college transcripts by the application deadline. Resumes will not be accepted in lieu of the application. Please visit our website at www.mshp.dps.mo.gov to complete an **on-line** Application for Civilian Employment (ACE).

Individuals who have completed a paper application for a position within the last twelve months must complete a new on-line application in the ACE system.

Current Patrol employees who meet the minimum qualifications may apply through the Human Resources Division by submitting an intradepartmental letter of application and resume through channels prior to the application deadline.

Interview boards are tentatively scheduled for the second week of September 2011. The tentative start date for this position is within 30 days of the interview.

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Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

Once a job offer has been made, employment with the Missouri State Highway Patrol is contingent upon the successful results of a Patrol administered drug test and favorable background investigation.

NOTE: Final selection may be based upon several factors, e.g., results of an oral interview, written examination or exercise, review of past work performance, performance evaluations and/or candidate's possession of the knowledge, skills and abilities deemed necessary for successful performance in the job.

EEO STATEMENT: The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, age, national origin, veteran status, ancestry, sexual orientation, or disability.

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