

**DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT
BUREAU OF INVESTIGATION
Northern California High Intensity Drug Trafficking Area
Northern California Regional Intelligence Center
420-699-0109-002
Vacant**

JOB TITLE: Crime Analyst I

STATEMENT OF DUTIES: The Crime Analyst (CA) I collects and analyzes criminal intelligence information derived from suspicious activity reports pertaining to terrorism, organized crime, public health and safety issues, and critical infrastructure. As assigned by the NC HIDTA or NCRIC Lead Intelligence Analyst, the CA I receives, analyzes, and responds to and coordinates intelligence received in the form of suspicious activity reports (SARs) for the prevention of crime and safety and security of the public and critical infrastructure. SARs are then collected and disseminated as intelligence work products to client law enforcement, public safety, public health, and private sector partner agencies. The CA I writes reports and assessments, assists in developing presentations and briefings, prepares analytical charts, and works with case agents from local, state, and federal law enforcement client agencies. The incumbent may participate in the preparation of daily, weekly, monthly, and/or annual intelligence summary reports and development of statistical reports.

SUPERVISION RECEIVED: Directly from the Special Agent in Charge.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Ability to sit at a computer screen for extended periods of time, ability to type on a computer keyboard for extended periods of time, ability to rotate and work on different computer stations at various times. Ability to stand for short periods and to lift and move up to 20 pounds at a time.

TYPICAL WORKING CONDITIONS: Will perform most duties and tasks within a cubicle and/or office located in a smoke-free environment. The CA I may be required to travel, operate a state vehicle, and work extended hours.

ESSENTIAL FUNCTIONS:

- 40% Collects and coordinates, organizes, and analyzes case specific information derived from suspicious activity reports from private sector organizations, local, state, and federal public health and safety, and law enforcement client agencies. Performs checks of various database systems, answers incoming telephone and e-mail requests for assistance, and receives, evaluates, and analyzes suspicious activity reporting. Evaluates and correlates large volumes of intelligence information pertaining to targeted criminal groups identified by the suspicious activity reports. Facilitates all FinCIN requests for information pertaining to financial crimes perpetrated in the area of operation.
- 40% Reports information/intelligence in verbal or written form. Researches strategic and tactical analytical products for the benefit of law enforcement partner agencies. Exchanges information with the case agent, supervisor, or prosecuting attorney; provides presentations relative to strategic intelligence and/or case specific information pertaining to criminal activity and behaviors.
- 10% Prepares computer link analysis, via telephone toll, pen register charts, electronic wiretap, or other types of data to display the activity or organization of targeted criminal groups.
- 10% Travels to client agency and support personnel on data retrieval systems. Testifies in court when necessary, and other duties as required.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- ☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- ☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- ☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee's Signature (Date)

Supervisor's Signature (Date)