

Department of Justice
Division of Law Enforcement
Office of the Chief
Protection Section – Threat Assessment Group
420-710-0111-XXX

JOB TITLE: Crime Analyst III

STATEMENT OF DUTIES: The Crime Analyst III (CA III) is responsible for providing the most complex analytical and technical support related to audio/video review as it correlates with investigations conducted by the Threat Assessment Group (TAG). These assignments include the recovery, enhancement, and analysis with interpretation of all recorded audio/video evidence, including the forensic extraction related to mobile electronic devices, body worn cameras, dashboard cameras, CCTV, etc. The CA III must consistently demonstrate a high level of expertise in this area while working collaboratively with TAG and the Dignitary Protection Unit (DPU) to produce the highest level of technical analysis and review of all audio/video evidence. The CA III must be able to provide detailed analysis to support the most comprehensive investigations into threats and anticipated threats to the Attorney General, DOJ employees, and their immediate family members. Good judgement, professionalism, and excellent analytical and communication skills are essential on a daily basis.

SUPERVISION RECEIVED: Reports directly to the Special Agent Supervisor for the TAG.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Lift heavy objects and equipment up to 50 pounds on an occasional basis, climb ladders and stairs, walk long distances over rough terrain, and sit or stand for long periods of time. The CA III will be required to utilize computers to perform and or complete typical daily tasks, projects, reports, and forensic examinations in support of TAG and DPU.

TYPICAL WORKING CONDITIONS: Non-smoking enclosed environment, occasionally required to travel, operate a state vehicle, work extended hours during duty days and weekends/holidays.

ESSENTIAL FUNCTIONS:

40% Supports the investigative needs and data analysis within TAG, which includes monitoring of the AG's social medial platforms, threats found in open-source online platforms, or referred information that rises to the level of a potential threat. Actively looks at the AG's social media platforms (i.e., Facebook, X, Instagram, etc.) to review and assess comments on the posted information. Monitors the 'tags' on the platforms to see who is tagging the AG in their own posts. Conducts further investigation into posters/commentors based on the content of their comments/posts, and/or the frequency of tags/comments. Prepares reports on individuals if their comments/posts are perceived as veiled threats or showing an increasingly erratic demeanor, which includes searching the subject on other online platforms or social media sites, using opensource law enforcement databases to help identify the subject (i.e., Lucidus, WSIN, LEEP, and Accurant), CALPhoto to match the user with a DMV photo, and LEAWEB search for vehicles weapons and prior criminal history; then, provides the report to the SAS with a brief synopsis on any relevant information.

- 20% Prepares threat assessment reports in advance of the AG's travels or on other known threats that the AG may receive via U.S. mail, email, phone call, etc.
- 20% Prepares daily or ongoing updated intelligence reports. Prepares draft bios of subjects of concern to disseminate to field agents, keeping in mind officer safety issues.
- 15% Manages a database to store all investigations and complete proper tracking per DPU guidelines. Prepares correspondence and reports for projects and services that may be requested by the SAS.
- 5% Advises and recommends selection and purchase of audio/video equipment. Maintains knowledge of the current statutes, rules and regulations related to audio/video evidence and forensic examination of mobile communications, privately owned business audio/video recordings as well as related legal precedence in this subject matter area.

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