

CITY OF OMAHA GENERAL JOB DUTIES PART-TIME/SEASONAL

No. 9718

INTELLIGENCE ANALYST

NATURE OF WORK

This is administrative and technical work within the Criminal Investigations Units of the Omaha Police Department. The work involves the gathering, compilation, analysis and dissemination of data relevant to crime, crime patterns, and crime trends. It involves preparing schedules for targeting suspected locations likely to experience criminal activity so that surveillance, interdiction, and apprehension efforts may be planned. It also involves analyzing crime information to assist ongoing investigations and enhance the likelihood of solution of crime cases. An incumbent in this classification exercises independence in the performance of duties and receives general guidance from a supervisor within the Omaha Police Department.

ESSENTIAL FUNCTIONS (Any one position may not perform all of the duties listed, nor do the listed examples include all of the duties that may be performed in positions allocated to this class. Also, the duties are not necessarily listed in order of importance or frequency of performance.)

Retrieves information that is secured on information systems.

Develops immediate and long term responses to intelligence.

Produces reports and studies based on collected information, to include the creation and dissemination of bulletins on criminal activity.

Prioritizes intelligence reports according to their accuracy, potential for injury, and credibility.

Maintains awareness of emerging violence and gun crime threats.

Assists with purging intelligence related data for investigations units within the Omaha Police Department.

Establishes event timelines by analyzing open-source information such as time-stamped, location-tagged social media and correctional phone systems used by incarcerated inmates.

Assists with entering gang intelligence, to include the identification of new gang members and the continued trends of current documented gang members, into the gang Intelligence files.

Gathers information from a variety of channels, including human intelligence, other intelligence agencies, electronic and internet surveillance, interrogations, and criminal investigations, and at times disseminates this intelligence to officers and surrounding law enforcement agencies as pertinent.

Performs other duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of statistical reporting.

Knowledge of computerized criminal reporting procedures.

Knowledge of criminal, social, economic, and environmental situations that are subject to analysis.

Knowledge of statistics available through Federal Census.

Knowledge of local laws and the local, state and national judicial system.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to compile statistics as requested and develop formats for statistical analysts.

Ability to analyze statistics in Federal Census reports.

Ability to understand oral or written instructions.

Ability to adhere to safety policies, procedures and guidelines.

Ability to sit, stand, walk, carry and lift.

Ability to bend and twist, but not on a prolonged or repetitive basis

Ability to lift and carry fifty (50) pounds occasionally, and lift and carry objects weighing twenty-five (25) pounds on a frequent basis.

EDUCATION AND EXPERIENCE

Bachelor's Degree in mathematics, statistics, research statistics, criminal justice, geography, analytical sciences or a related field

OR

Five (5) years of work-related experience in the fields of mathematics, statistics, research statistics, criminal justice, geography, analytical sciences or a related field

AND

One (1) year experience in statistical reporting procedures, geographic information systems and mapping, or analytical work connected with crime reporting in the area of police administration

OR

Any combination of education and experience, relating to intelligence gathering as it relates to gang activity and/ or law enforcement procedures.

SPECIAL QUALIFICATIONS

Must possess a valid motor vehicle operator's license.

WORKING CONDITIONS

Work is performed indoors and outdoors with some exposure to the elements.

EQUIPMENT OPERATION (Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)

Computer
Telephone
Copy machine