

Sam Houston State University Human Resources

Staff Classification Description – HIDTA Intelligence Analyst I

Skill Category: Tech/Para-Professional

Position (Employee) Class: 4N211 (N1)

Grade: 12

Date: 10/2014

Department: CJ, Houston Intelligence Support Center, High Intensity Drug Trafficking Agency (HIDTA)

Educational & Experience Requirement: Bachelor's degree in Criminal Justice or related field. One year of experience in a law enforcement or analytical field needed or advanced course work, internship, and/or research in specialized law enforcement area. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Conducts standard inquiries, which involves locating and identifying subjects, vehicles, evidence, and assets using numerous law enforcement networks and commercial databases. Establishes and maintains contact with counterparts in other intelligence organizations in order to eliminate duplication, enhance professional development, and keep abreast of current trends.

Supervision Given & Received: Works under general supervision and may supervise non-professional staff or interns.

Primary Responsibilities: Performs research using law enforcement and commercial databases. Organizes and summarizes vast amounts of data and prepares written reports and biographical data sheets. Prepares subpoenas, organizes and disseminates subscriber and toll information. Conducts telephone analysis, prepares graphs, charts, PowerPoint presentations and other visual aids. Ability to Performs data input regarding subjects, vehicles and telephone subscriber information into criminal databases and investigative software. Performs other related duties as assigned.

Other Specifications: Must have the ability to multi-task and perform in high-pressure situations and present professional demeanor that represents the HISC in an appropriate manner. Requires proficiency in Microsoft Office applications. Incumbent must have the ability to obtain and maintain a Top Secret security clearance. This is a grant funded position. Continuation of the position is contingent upon continued funding.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.