



**Classification:** Temporary Professional (Data Analyst)

**Title Code:** V09811

**Pay Range:** Hourly

**POSITION SUMMARY:** This is an entry to advanced level position responsible for the initial intake of information for the Missouri Information Analysis Center (MIAC). The individual provides basic services, which includes receiving, gathering, analyzing, and disseminating information. Direct supervision is received from the designated supervisor.

**DESCRIPTION OF DUTIES PERFORMED:** (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Develops reports, emails, and alerts to enhance the flow of relevant criminal activity; determines which individuals or groups need the information based on the level of intelligence contained in the product; and then disseminates to the appropriate audience.

Creates photo lineups for investigating officers utilizing various state and/or federal databases.

Answers phone and reviews emails for dissemination to proper analyst for completion.

Receives, processes, and refers Courage2Report (C2R) reports to schools and law enforcement agencies.

Receives requests for information and assistance through various mediums e.g. HSIN Exchange, email, telephone, fax, Computer Aided Dispatch (CAD), etc.).

Records all action taken on C2R for auditing and report creation.

Uses professional skills to ask necessary questions based on the caller and/or requestor's situation; refers callers to appropriate resources available to assist with their specific concerns.

Encodes data into the computer database via the personal computer; verifies, modifies or deletes information as required.

Accesses recorded C2R calls to clarify information, if needed.

Contacts right-to-know and need-to-know agencies regarding threats of imminent danger reference C2R.

Proofreads all data entry and written communications prior to dissemination.

Researches all applicable files, database systems, and case summaries in order to respond to intelligence and criminal activity inquiries from all state and federal law enforcement agencies (state patrol agencies, FBI, DEA, ATF, IRS, etc.) and prosecuting attorneys concerning the validity of driver license records, title applications, and VINs for suspected fraud, stolen vehicles, or criminal activity; prepares documents and/or certified copies and disseminates to requestor.

Completes all required classroom and on the job training; required training is based on department, division, local, and statutory requirements.

Operates standard office equipment (e.g., personal computer, telephone, fax machine, shredder, adding machine, computer printer, etc.).

Performs other related duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of Patrol policies and procedures.

Knowledge of privacy policies and civil liberties.

Knowledge of the Missouri Sunshine Law and Privacy Act.

Knowledge of available resources and ability to refer callers to the resources in their area.

Knowledge of modern office practices, procedures, and equipment.

Knowledge of modern office software (e.g. Microsoft Office, Lotus Notes, etc.).

Ability to work under pressure.

Ability to plan, organize, and prioritize assignments.

Ability to learn terminology associated with law enforcement and public safety.

Ability to learn and interpret polices, procedures, and directives.

Ability to access numerous databases, systems, platforms, etc. in the performance of duties.

Ability to perform data entry and proofread and edit entries.

Ability to prepare data in a professional format.

Ability to build knowledge base on a variety of public safety-related issues, including school violence, such as bullying, cyber-bullying (including social media), weapons, gang awareness, etc.

Ability to perform tedious intelligence searches while maintaining high quality control and proof-reading skills in the performance of job tasks.

Ability to gather, assemble, correlate and analyze facts, and devise solutions to problems.

Ability to learn interview techniques, direct interviews, and maintain control and length of the call in a positive, professional manner.

Ability to work in a secure operating environment with access to classified and sensitive information.

Ability to learn the intelligence cycle and the process of collection, analyzing, and disseminating criminal intelligence information.

Ability to analyze intelligence information, submitted documents and statistical data, and present findings of fact in written and graphic form.

Ability to learn the Department of Revenue's (DOR) Motor Vehicle and Driver License Bureau's policies and procedures regarding the dissemination of their records.

Ability to research a large volume of databases to find information on individuals utilizing minimal information on the subject (e.g., telephone number only, last name, alias, etc.).

Ability to exercise judgment, discretion, and make decisions in accordance with laws, policies and regulations.  
Ability to work independently as well as follow oral and written instruction.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

**MINIMUM EXPERIENCE AND EDUCATION REQUIRED:** (The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

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.

**NECESSARY SPECIAL REQUIREMENTS:** Maintain MULES Certification.

Must be a resident of Missouri at the time of appointment.

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

**FLSA STATUS:** Non-Exempt

**WORK SCHEDULE:** An employee in this position works a maximum eight-hour shift as directed by the division supervisor, making sure no more than 1,000 hours of work is completed in a time period of one year; however, working hours are subject to change at the discretion of the commanding authority.