

# Criminal Intelligence Analyst Trainee

---

**Job Code:** W2752  
**Pay Grade:** WK  
**Pay Scale:** \$22.62-\$35.97 Hourly; \$47,049.60-\$74,817.60 Annually  
**Exempt:** No

## OVERVIEW

Learn to research and analyze criminal activities in support of operational goals and mission to implement and support Intelligence-Led Policing (ILP). Provide short-term and long-term crime and intelligence analysis to law enforcement personnel and other components to assist in the identification of on-going and emerging crime patterns and trends, serious and prolific offenders, and criminal groups and organizations.

## DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Research and analyze criminal intelligence data in response to requests for assistance in solving crimes.
- Analyze daily criminal activity reports to identify methods of operation, trends, and possible suspects to assist law enforcement personnel to solve or prevent crimes.
- Update computerized crime data files to maintain the latest information on possible suspects, organized criminals, subversive organizations, and known career criminals.
- Prepare and distribute current criminal intelligence information reports to internal staff and other agencies to keep them apprised of current information.
- Perform other related duties as required.

## KNOWLEDGE, SKILLS & ABILITIES

- Working knowledge of the principles, practices, methods, and procedures used in crime research and analysis.
- Working knowledge of research methods and crime analysis techniques.
- Working knowledge of computer database and spreadsheet systems.
- Some knowledge of the Uniformed Crime Reporting (UCR) system.
- Some knowledge of the principles of law enforcement administration and crime prevention.
- Ability to collect, organize, and evaluate data and develop logical conclusions.
- Ability to problem solve.
- Ability to handle confidential information.
- Ability to communicate effectively both orally and in writing.
- Ability to maintain work related records.
- Ability to prepare and present reports.
- Ability to work independently and effectively with others.
- Ability to follow oral and written instruction.
- Ability to use a computer and related software.

## WORKING CONDITIONS

- Work within an office environment within a law enforcement agency, as well as at various indoor and outdoor off-site locations for training and/or presentations.
- May view objectionable images and/or disturbing situations.
- Stand/sit at a keyboard or workstation for prolonged periods.

- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 10 pounds).
- Work standard business hours.
- May work non-standard hours including nights, weekends, and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

## **MINIMUM EDUCATION & EXPERIENCE**

- A high school diploma or possession of a GED certificate.
- Two years of experience analyzing data, identifying trends and patterns, and writing summary reports.

OR

- An associate degree from an accredited institution of higher education with a major in a behavioral or social science, criminal justice, mathematics, statistics or business administration.
- One year of experience analyzing data, identifying trends and patterns, and writing summary reports.

OR

- A bachelor's degree from an accredited institution of higher education with a major in a behavioral or social science, criminal justice, homeland security, mathematics, statistics, public or business administration, or geographic information systems.
- Six months of experience analyzing data, identifying trends and patterns, and writing summary reports.

## **REQUIRED PRE-EMPLOYMENT TESTING**

- Completion of pre-employment testing.

## **ADDITIONAL JOB REQUIREMENTS**

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff's Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an

employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.