



Seminole County Sheriff's Office

INVESTIGATIVE ANALYST

Class Spec Code: 1050

Established Date: 10/14/2020

Last Revised Date: 01/10/2022

Effective: 11/18/2022

Salary Range

\$18.15 - \$27.23 Hourly

Bargaining Unit

N/A

EEO

EEO4-Technicians

Occupational Group

N/A

FLSA

Non-Exempt

Benefit Code

FT BENEFITS

Physical Class

DTME

Classified Service

No

General Description

Performs professional administrative work involving the analysis, evaluation and collation of raw intelligence data with existing criminal investigation/criminal intelligence files for the purpose of identifying trends/crime patterns of individuals and/or criminal organizations for use by operational and investigative units.

Typical Duties

Note: Listed functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional responsibilities as deemed necessary for the operational efficiency of the Sheriff's Office.

Assembles statistical information as requested. Collects, compiles, and distributes information.

Extracts information using public record sources, CJNet, and other information systems as required.

Aids in investigations by gathering information related to telephone subscriptions, wage and hour, and other investigative sources as required.

Creates flow charts, timelines, or other visual displays to aid in the investigative process.

Prepares investigative subpoenas as needed to support the investigative function.

Identifies areas or events that require additional investigative effort in order to confirm indicated criminal activity or to determine the actual scope of known criminal operations.

Provides tactical and/or strategic analysis for agency personnel as requested.

Integrates incoming information with existing information and provides updated analysis as needed.

Operates NCIC/FCIC as required.

Collects information from CAD history, CAFÉ, Pawn, and other local databases as needed.

Performs other duties as assigned or as may be necessary in the efficient and effective performance of the position functions.

Minimum Qualifications

- Associate's Degree
- Three (3) years of related training and experience
- Experience in an analytical or statistical environment is highly preferred

- Must be able to type proficiently
- Must be able to pass the NCIC/FCIC Limited Access course within six (6) months of appointment to the position
- Must possess and maintain a valid Florida Driver's License

Knowledge, Skills, Abilities & Other

Regular and prompt attendance is mandatory in the performance of an employee's duties for this position, to include scheduled work hours, and required training activities, calls for mandatory overtime needs and calls for service during times of an emergency.

Knowledge of FCIC/NCIC operations.

Knowledge of MSOFFICE applications, to include spreadsheet and database utilities, and other software particular to the unit assigned. Extensive knowledge of the proper methods for intelligence gathering.

Ability to work independently in carrying out assignments to completion; to make decisions based on factual data; to present ideas clearly and concisely, both verbally and in writing; to establish and maintain effective working relationships with co-workers and interagency personnel; to work with detailed information; to work comfortably in a computer intensive environment.

WORKING CONDITIONS

The work environment is generally in an office atmosphere but may have some field work. Incumbent may be assigned an agency vehicle depending on job assignment. Work is generally performed during normal business hours although the

incumbent may be required to work any schedule that fulfills the need of the position.

PHYSICAL ATTRIBUTES REQUIREMENTS

Mobility-Some standing and/or sitting for extended periods of time, walking for extended periods of time; occasional stooping, bending, climbing stairs; constant use of a computer

Lifting-Able to lift up to 50 pounds

Visual-Constant overall vision; constant eye-hand coordination; frequent reading/close-up work

Dexterity-Frequent repetitive motion and reaching

Hearing/Talking-Constant requirement to hear normal speech; constant hearing on telephone; constant talking on telephone

Emotional/Psychological-frequent public contact; decision-making and concentration

Special Requirements-Ability to behave respectably and with utmost integrity even when off duty. May include working weekends, nights, holidays, and/or overtime; May be required to respond for any critical incident, manmade or natural

Environmental- Limited exposure to varied weather conditions