



## Seminole County Sheriff's Office

### INVESTIGATIVE ANALYST

Class Spec Code: 1050  
Established Date: 10/14/2020  
Last Revised Date: 01/10/2022  
Effective: 07/20/2022

#### Salary Range

\$16.33 - \$26.17 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.