



Seminole County Sheriff's Office

SR INVESTIGATIVE ANALYST - PART-TIME

Class Spec Code: 1060

Established Date: 06/07/2023

Effective: 08/16/2023

Salary Range

\$19.97 - \$29.96 Hourly

Bargaining Unit

N/A

EEO

EEO4-Technicians

Occupational Group

N/A

FLSA

Non-Exempt

Benefit Code

PT 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

- Five (5) years of continuous service at SCSO as an Investigative Analyst
- Must have Meets Standards or higher overall on the most recent Performance Evaluation

- Must have no verbal or written reprimands within the last year to include formal corrective action plans
- Must possess and maintain a valid Florida Driver's License