

City of Pell City
1905 1st Avenue North
Pell City, AL 35125
205-338-2244

VACANCY NOTICE

POSITION TITLE: **Crime and Intelligence Analyst**

JOB STATUS: **Part-time**

Pay Range: **\$20.71/hr**

ANTICIPATED START DATE: Following successful completion of background check and drug screen

SYNOPSIS: This position will be crucial in gathering, analyzing, and interpreting data to provide actionable intelligence to the Pell City Police Department. Their expertise will be essential in identifying criminal patterns, trends, and threats, ultimately helping to prevent and resolve criminal activities. The incumbent works with the Investigations Division but under the general supervision of the Police Chief.

QUALIFICATIONS:

- Previous experience in intelligence analysis is preferred, preferably in a law enforcement, military, or security environment;
- Proficient in computer technology, including Microsoft Office, Google Suite, or similar platforms;
- Proficiency in navigating various social media platforms including Facebook, Instagram, Twitter, Snapchat, and TikTok;
- Strong analytical and critical thinking skills, with the ability to synthesize complex information from multiple sources;
- Excellent written and verbal communication skills, including the ability to convey technical information to non-technical audiences;
- Understanding of the pertinent laws, regulations, and procedures that govern intelligence collection and analysis;
- Ability to work well in a team environment and independently, even under tight deadlines;
- Security clearance or the ability to obtain one may be required, depending on the employer and jurisdiction;
- Certifications are not required, but candidates must be able to qualify for and attend new training as necessary;
- Perform routine tasks as required and all other tasks and job-related duties as requested by the Police Chief or other assigned authority.

ESSENTIAL JOB FUNCTIONS:

- **Data Collection and Analysis:** Gather, organize, and analyze data from different sources such as law enforcement databases, surveillance footage, open-source intelligence, and informants. Use analytical tools and methods to identify patterns, trends, and connections within the data. Evaluate the trustworthiness and reliability of sources to ensure the accuracy of gathered intelligence.
- **Threat Assessment:** Assess potential threats by analyzing intelligence to identify risks to public safety and security. Evaluate the seriousness and probability of criminal activities, such as violent crime, theft, drug trafficking, and cybercrime. Provide precise intelligence reports to the appropriate parties to assist in decision-making and operational planning.
- **Strategic Planning and Forecasting:** Develop strategic intelligence products to support long-term planning and resource allocation for law enforcement agencies. Forecast emerging threats and anticipate changes in criminal behavior to proactively address future challenges. Collaborate with law enforcement partners to develop comprehensive strategies for crime prevention and enforcement.

- **Information Sharing and Collaboration:** Establish partnerships with local, state, and federal law enforcement agencies to enhance information sharing and coordinated operations. Clearly communicate intelligence findings through written reports, briefings, and presentations to stakeholders at various levels. Engage in multi-agency task forces and working groups to address specific crime trends or investigative priorities.
- **Training and Development:** Stay updated on intelligence analysis techniques, technologies, and best practices. Train enforcement personnel on intelligence gathering and analysis methods. Continuously improve skills and knowledge through professional development and self-directed learning.

KNOWLEDGE, SKILLS, AND ABILITIES

- Extensive knowledge of modern computer and database principles, practices, methods, and equipment;
- Basic knowledge of state, local, and federal laws;
- Basic knowledge of the geography of the city and its police jurisdiction;
- Self-motivated and equipped with the skills necessary to multitask and prioritize efficiently;
- Ability to effectively plan, organize, assign, direct, and prioritize work tasks.
- Skill to analyze and evaluate situations under extreme duress and direct effective courses of action.
- Ability to establish and maintain effective working relationships with other city employees and the general public.
- Ability to communicate ideas clearly and concisely, both verbally and in writing.
- Ability to prepare clear, accurate, and comprehensive recommendations and reports.

APPLICATION DEADLINE/PROCEDURE:

1. Complete application files must be received at the City Hall. This position will remain open until filled.
2. A complete file consists of:
 - A current City of Pell City employment application
 - Current resume [Note: Resume, when required, should address how the applicant has fulfilled the qualifications, **required** and **preferred** (if applicable), listed on this job announcement]
3. The City of Pell City may extend the application deadline to ensure an adequate pool of qualified applicants. Applications received after the deadline or incomplete applications, will not be considered.
4. Applicant may be required to submit employment verifications from current and prior employers before a job offer is made.
5. Application forms may be downloaded at our website: www.Pell-City.com or City Hall and should be returned to:

City of Pell City
Human Resources
1905 1st Avenue North
Pell City, AL 35125
Email: PC_HR@cityofpellcity.net Fax: 800-973-5698

Individuals selected as finalists will be invited for an interview. Applicants must travel at their own expense. If you have a disability and may require accommodations, please notify us at 205-338-2244.

The City of Pell City is an equal opportunity employer. It is the official policy of the City of Pell City that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. The City of Pell City will make reasonable accommodations for qualified disabled applicants or employees.