

GENESEE COUNTY

NARCOTIC INTELLIGENCE ANALYST

DISTINGUISHING FEATURES OF THE CLASS: This position involves strategic analysis, maintaining and tracking of narcotic information, including securing, verifying and sharing of information across different agencies and platforms. The incumbent reports directly to and performs under general supervision of the Chief Deputy - Criminal or his/her designee, in accordance to established procedures. Supervision is not a responsibility of this position. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Perform strategic analysis and facilitate the sharing of narcotic intelligence information with law enforcement and related agencies;
Tracking of overdose cases county-wide;
Assist with narcotic/overdose investigations;
Conduct debriefings to gather further intelligence;
Create reports to analyze trends in narcotic usage;
Attend meetings as a liaison with local, state and federal agencies;
Educate law enforcement and related agencies on opioid addiction assistance;
Conduct outreach to victims and their families for opioid addiction assistance;
Conduct community based educational programs on current drug/opioid trends;
Attend trainings to remain up-to-date on current drug trends;
Maintain statistical data analysis on drug activity in Genesee County;
Prepares and maintain various written and statistical reports;
Does related work as needed.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND/OR PERSONAL

CHARACTERISTICS: Good knowledge of techniques and procedures in conducting strategic analysis and gathering of information; skill in conducting debriefings with the ability to gather, secure assembled information and data and presenting it in physical, oral or written form; ability to communicate effectively both orally and in writing; ability to establish cooperative and effective working relationships with a wide variety of people, including law enforcement officers, members of other governmental agencies, experts, informants, ability to operate a computer; ability to remain calm and act effectively in tense situations; keenness of observation; integrity; initiative, resourcefulness; good tact and judgement.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear.

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The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

MINIMUM QUALIFICATIONS:

- A. Possession of a Bachelor's Degree or higher in Criminal Justice, Criminology, Intelligence Studies, Public Safety Administration, or closely related field **AND** one (1) year of full-time or its part-time equivalent paid experience in law enforcement or public safety setting;

OR:

- B. Possession of a Bachelor's degree or higher **AND** possession of a valid certificate ** in a Basic Law Enforcement Intelligence/Crime Analyst Program issued from one of the following associations: International Association of Crime Analysts (IACA), International Association of Law Enforcement Intelligence Analysts (IALEIA), International Association of Professional Security and Intelligence Analysts (IAPSI), or National Criminal Justice Office Certification Program for Crime Analysts (NCJOCP-CA);

OR:

- C. An equivalent combination of education, training and experience as defined by the limits of (A), (B) and (C) above.

** Candidates must submit copies of certificates at the time of application.

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NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:

Possession of an appropriate valid New York State Driver's License at the time of appointment and maintenance of such license throughout the tenure of employment in the position.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive Class