



HARRISON COUNTY SHERIFF'S OFFICE

JOB OPPORTUNITY ANNOUNCEMENT

POSITION: Intelligence Analyst

DIVISION: Administration

CLOSING DATE: 05/21/2024

INSTRUCTIONS FOR APPLICANTS: You must submit an application to the Harrison County Sheriff's Human Resources Department in the Harrison County Adult Detention facility no later than 4:00 pm on the date listed above.

THE HARRISON COUNTY SHERIFF'S OFFICE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND OFFERS EMPLOYMENT OPPORTUNITIES TO ALL PERSONS WITHOUT REGARD TO RACE, COLOR, RELIGION, AGE, SEX, NATIONAL ORIGIN OR MARITAL STATUS. WE ARE COMMITTED TO A DRUG FREE WORK PLACE.

THE HARRISON COUNTY SHERIFF'S OFFICE DOES NOT DISCRIMINATE AGAINST QUALIFIED INDIVIDUALS WITH A DISABILITY IN REGARD TO THE APPLICATION PROCESS, IN HIRING, ADVANCEMENT, OR OTHER TERMS, CONDITIONS, AND PRIVILEGES OF EMPLOYMENT.

HARRISON COUNTY SHERIFF'S OFFICE
Law Enforcement Job Description

Position Title: Intelligence Analyst	Base Salary: \$ 40,000
Supervised By: Intelligence Supervisor	

CHARACTERISTICS OF THE POSITION:

The role of Intelligence Analyst is vital to the Harrison County Sheriff's Office as it provides the agency with an avenue in which to share and receive intelligence with other local, state, and federal agencies.

SPECIFIC DUTIES:

This position will:

1. carry out the mission of the Harrison County Sheriff's Office by communicating with counterparts at the local, state, and federal levels of law enforcement on a regular basis, analyzing and disseminating intelligence;
2. create and disseminate documents to include but not limited to: BOLOs, Intelligence Bulletins, and Intelligence Briefs;
3. work closely with the School Resource Officer Division to build a working database focusing on criminal trends and social media activity in the Harrison County Schools;
4. assist with investigations conducted by the Criminal Investigations, Narcotics, and Criminal Interdiction Divisions;
5. assist in the preparation of legal compliance documents to include but not limited to: Preservation Requests, Search Warrants, and Subpoenas;
6. utilize forensic software to analyze data such as phone toll records and phone extractions;
7. preserve the integrity of sensitive and confidential information;
8. utilize chart and timeline software to aid in the presentation of a case for investigative purposes and prosecution;
9. be proficient in creating documents utilizing Microsoft Office products such as Word, Excel, Power Point

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ESSENTIAL FUNCTIONS:

- Ability to work in a team/group setting
- Time management: ability to shift from one task to another easily and understand priority of assignments
- Ability to understand the parts of a criminal investigation
- Ability to express oneself clearly, concisely, and effectively both verbally and in writing
- Ability to operate a motor vehicle in a safe and efficient manner, day or night, in compliance with all state laws and regulations regarding operation and licensure
- Ability to testify in a courtroom setting
- Ability to conduct oneself in a professional manner while visiting neighboring agencies, schools, or attending training

This list of functional duties, responsibilities, and skills is not intended to be all-inclusive and the employer reserves the right to assign additional functions and responsibilities as deemed necessary.

An applicant for the position of Intelligence Analyst in the Harrison County Sheriff's Office that cannot perform these essential tasks will not be accepted. A current employee in the position of Intelligence Analyst who is no longer able to comply with the requirements of the Harrison County Sheriff's Office will be referred to administration for appropriate action to be taken.

CHAIN OF COMMAND:

This position reports and is accountable to the Intelligence Supervisor. Annual and supplemental job performance evaluations will be completed at the discretion of the Intelligence Supervisor.

EDUCATION AND EXPERIENCE:

1. Have a Bachelor's Degree in a relevant field of study.
2. In lieu of this qualification, a combination of training and experience may be considered.

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