



**OKLAHOMA BUREAU OF NARCOTICS AND DANGEROUS DRUGS CONTROL**  
**VACANCY ANNOUNCEMENT**  
UNCLASSIFIED POSITION

Opening Date: January 9, 2012

Closing Date: January 23, 2012

**Job Family / Code:** Program Manager Analyst / 8101  
**Position Numbers:** 47700159  
**Announcement Number:** 12-2  
**Salary :** \$3,489.58 per month  
**Number of Vacancies:** 1  
**Work Locations:** OBN Headquarters, OKC  
**Division:** Enforcement

**Application Filing Procedures:** Please submit to OBN Human Resources on or before the closing date:

- Cover letter identifying title of the position, announcement number and daytime contact information including email address
- Resume

**Requirements:**

Non-OBN applicants must pass a background investigation and a polygraph examination. A selected *classified* applicant must sign a letter of understanding that they are resigning the classified service to accept the position in the unclassified service.

**Education and Experience Requirements:**

Requirements consist of a bachelor's degree plus five years of analytical experience in a law enforcement or military environment.

**Major Work Duties Include:**

- Oversees the Headquarters Command Center.
- Conducts technical analysis and evaluations of intelligence data or criminal activity.
- Reviews, selects, evaluates and consolidates incoming intelligence data and related information and insures that follow-up actions are initiated; collects additional data to fill gaps; disseminates action items to the responsible enforcement entities.
- Maintains crime mapping, incident reports, enforcement activities, data mining, and tracking of intelligence.
- Able to utilize and understand technology needs as well as phone drop procedures.
- Prepares or requests the preparation of descriptive intelligence reports, utilizing detailed charts and diagrams.
- Makes inquiries about intelligence information received by telephone, email and teletype; reviews, analyzes and evaluates intelligence relating to criminal activity.
- Interacts with representatives of other law enforcement agencies to exchange information regarding criminals and crimes, utilizing personal contacts, telephone, teletype or other media.
- Maintains cross reference files of criminal and case information.
- Liaison with private sector agencies and employees to facilitate the exchange of information.
- Open, scans and distributes mail; compose official correspondences for supervisors signature; answers phone calls providing information or refer callers to appropriate staff members and answer inquiries; receives visitors; answers inquires personally or refers to appropriate official.

**Other Requirements:** Subsequent to conditional offer of employment, a background investigation, polygraph and drug test must be successfully completed.

**Application materials** - Send to Human Resources • 440 N.E. 39<sup>th</sup> Street • Oklahoma City, OK 73105 • Phones: 405-521-2885 / 1-800-522-8031 • Fax: 405-530-3189

**An Equal Opportunity Employer**