



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

Opening Date: October 23, 2015

Closing Date: November 6, 2015

Job Family / Code: Criminal Intelligence Analyst I (0507)
Position Numbers: 47700027
Announcement Number: 15-22
Salary : \$ 2,931.26 per month
Number of Vacancies: 1
Work Locations: Ardmore District Office
Division: Enforcement

Application Filing Procedures: Please submit to 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
- If currently a state employee, please provide current or most recent PMP evaluation.

Requirements: 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.

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

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Education and Experience Requirements: requirements at this level consist of a bachelor's degree in police science, criminal justice, criminology, sociology or a closely related field; or an equivalent substitution of experience with a government law enforcement or military agency performing technical tasks such as: research, reviewing written documentation to identify and extract relevant information, typing investigative reports, court documents or statistical data; using computer systems to acquire and organize information, operating teletype and computer systems to obtain information through OLETS, NLETS or NCIC or other criminal records or intelligence systems; analyzing information for relevance to a specific task

BASIC PURPOSE:

Positions within this job family are assigned responsibilities involving evaluating and analyzing criminal intelligence information, suspicious activity reports and open source information to aid in investigations and identify criminal trends and identify potential threats.

Major Work Duties:

Following are some of the major job duties:

- 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.
- 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.
- Prepares section activity reports for the chief analyst.
- Liaison with private sector agencies and employees to facilitate the exchange of information.

Knowledge, Skills and Abilities required at this level include knowledge of sources, tools and services used in securing and evaluating data on crimes and criminals; of criminal investigative techniques; of cross reference filing procedures; of technical report writing; and of English. Ability to gather and analyze data; to organize and present facts clearly and concisely, both orally and in writing; to recognize developing criminal activity patterns; to establish and maintain professional working relationships with others; and to use computer applications for word processing and charting tasks.

Application materials must be received by 5 p.m. on the closing date. Send to: OBN Headquarters: 419 N.E. 38th Terrace, Oklahoma City, OK 73105 or email directly to HR at cnolen@obn.state.ok.us
Contact Crystal Nolen with questions at: 405-530-3145 / 1-800-522-8031

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