



OKLAHOMA BUREAU OF NARCOTICS AND DANGEROUS DRUGS CONTROL
440 N. E. 39TH Street , Oklahoma City, OK 73105
405-521-2885 / 1-800-522-8031

VACANCY ANNOUNCEMENT
(PENDING APPROVAL OF OPM-92)

Opening Date: March 9, 2010

Closing Date: UNTIL FILLED

Job Family / Code: ANALYST / 0507

Position Numbers: 47700002
Announcement Number: 10-01

Salary Range: \$2,758.33 - \$3,494.93
Number of Vacancies: One
Work Locations: Tulsa District Office
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 or two years of analytical experience in a law enforcement environment.

Major Work Duties Include:

- 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.
- 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 and polygraph must be successfully completed.

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

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