

# HILLSBOROUGH COUNTY **SHERIFF'S OFFICE**

DAVID GEE, SHERIFF

Tampa, FL



[joinhcsso.com](http://joinhcsso.com)

**Job Title:** Senior Criminal Intelligence Analyst  
**Job Code:** W2749  
**Pay Grade:** WO  
**Exempt:** No  
**Probation:** Twelve-month initial probationary period

## **Job Overview**

Perform advanced duties in researching and analyzing criminal activities and reports for a law enforcement agency.

## **Job Duties and Responsibilities**

Note: The following duties are illustrative and not exhaustive. 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. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.

- Analyze Uniform Crime Report information and prepare reports of crime trends that includes maps, charts, graphs, and statistical information to keep management and law enforcement personnel apprised of current crime trends.
- Develop and maintain crime Geographic Information System (GIS) databases to create criminal activity tracking maps.
- Analyze internal and external intelligence reports for applicability to law enforcement operations.
- Function as the principal analyst for an investigative division or district by collecting and summarizing data related to criminal activity operations.
- Develop and update computerized crime data files to maintain current information on possible suspects, organized criminals, subversive organizations, and known career criminals.
- Prepare and disseminate current criminal intelligence reports to provide internal staff and other agencies with up-to-date information.
- Perform other related duties as required.

## **Knowledge, Skills, and Abilities**

- Considerable knowledge of current principles, practices, and procedures used in crime research and analysis.
- Considerable knowledge of research methods and crime analysis techniques.
- Considerable knowledge of the Uniformed Crime Reporting System.
- Considerable knowledge of computer software, particularly GIS/Mapping software and its application to criminal intelligence analysis.
- Working knowledge of the principles of law enforcement administration and crime prevention.
- Working knowledge of criminology theory and practices.
- Ability to collect, organize, and evaluate data and develop logical conclusions.
- Ability to handle confidential information.
- Ability to communicate effectively, both orally and in writing.



- Ability to maintain work related records and prepare reports.
- Ability to work effectively with others.
- Ability to follow oral and written instruction.
- Ability to use a computer and related software.

### **Minimum Qualification(s)**

Note: Applicants must meet the following requirement(s) to be considered minimally qualified for the job.

Graduation from an accredited four-year degree granting college or university with a major in a Behavioral or Social Science, Criminal Justice, Mathematics, Statistics, Public or Business Administration; and

Two years of experience gathering and analyzing criminal activity data in a public law enforcement agency or department.

OR

A Master's Degree from an accredited college or university with a major in a Behavioral or Social Science, Criminal Justice, Mathematics, Statistics, Public or Business Administration; and

One year of experience gathering and analyzing criminal activity data in a public law enforcement agency or department.

OR

An Associate's Degree from an accredited college or university with a major in a Behavioral or Social Science, Criminal Justice, Mathematics, Statistics or Business Administration; and

Four years of experience gathering and analyzing criminal activity data in a public law enforcement agency or department.

OR

Graduation from high school or possession of a GED Certificate; and

Five years of experience gathering and analyzing criminal activity data in a public law enforcement agency or department.

### **Additional Requirements**

- Possession of a valid Florida driver's license at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months.
- No illegal drug use after 30 years of age.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- Prior military personnel must not have a dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a criminal background investigation or update including polygraph, reference/employment/neighborhood checks, and medical evaluation.