



**Classification:** Criminal Intelligence Analyst I (Juvenile/Missing Person Liaison)

**Title Code:** V00585

**Pay Range:** 18

**POSITION SUMMARY:** This is a responsible professional and analytical position at the Missouri Information Analysis Center. An individual in this position serves as liaison between various state, federal, and local law enforcement agencies, as well as the public during the process of reporting and investigating a missing person, or unidentified remains. This position also works with multiple agencies, such as the National Center for Missing & Exploited Children (NCMEC), National Missing and Unidentified Persons System (NamUs), and clearinghouses nationwide to provide resources and facilitate communication between families and law enforcement. An individual in this position provides case management and analytical support to law enforcement agencies throughout the state for missing persons and unidentified remains investigations, as well as assists with identifying individuals during natural disasters and critical incidents involving mass casualties. General supervision is received in the performance of job duties; however, considerable initiative and motivation is expected within the employee's area of responsibility. Work is performed under general supervision.

**DESCRIPTION OF DUTIES PERFORMED:**

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Acts as a liaison to assist law enforcement and the public (i.e. missing person family members) throughout the missing person reporting process and investigation.

Collects, analyzes, evaluates, and disseminates information and intelligence to local, state, and federal law enforcement agencies, as well as prosecutors, and the National Center for Missing and Exploited Children (NCMEC), regarding unsolved missing and unidentified persons investigations.

Assists in obtaining photos and descriptive information from any law enforcement agency and/or the victim's family in order to create posters of missing juveniles and adults, as well as distributes the posters through e-mail and fax to law enforcement in Missouri, other states, as well as other countries in cases of international abductions and maintains the Missing Persons Unit website.

Compiles and manages reports, attachments, and other supporting documentation for unsolved missing and unidentified persons investigations; converts all documents and media to electronic formats using multiple applications and software suitable for dissemination to case agents and prosecuting attorneys while maximizing search capabilities and functionality.

Assists in analyzing lead reports to develop additional lead information and intelligence to create analytical products such as time lines, association charts, flow charts, etc., for use during the investigation of unsolved missing and unidentified persons investigations, and for court room presentation during the prosecution phase of an investigation.

Participates in analyzing Call Detail Records (CDRs) provided by cell phone companies for the creation of maps, time lines, subscriber lists, and frequency reports to be used as investigative tools, and for court room presentations.

Assists with maintaining, analyzing, and distributing monthly statistics on missing juveniles and adults in the State of Missouri, as well as those for requested individual cities, counties and troops.

Participates in creating, developing, and presenting programs, literature, and exhibits regarding missing and unidentified persons investigations and services, provided by the Missing Persons Unit, to civic organizations, private entities, law enforcement agencies, etc.

Assists with the evaluation of procedures and resources available to law enforcement and the public to determine best practices for streamlining the process regarding missing and unidentified persons reporting and notifications.

Performs job-related travel in response to missing and unidentified persons investigations, natural disasters, incidents involving mass casualties, or other incidents requiring a large law enforcement response.

Performs other work-related duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of law enforcement terminology and criminal investigative techniques.

Knowledge in the collection, analyzing and dissemination of criminal intelligence information.

Knowledge of modern office databases, to include Microsoft Excel, PowerPoint, and Lotus Notes.

Possesses skill in reading large amounts of information, extracting intelligence, and preparing summary for briefing.

Possesses skill in organizing mass quantities of data into a usable product.

Possesses skill in researching and analyzing information.

Possesses skill in using numerous resources to identify individuals when minimal identifying information is available.

Possesses skill in linking small pieces of information to develop intelligence.

Possesses skill in utilizing audio/video equipment for presentations.

Possesses skill in determining the best method to use to find information needed as quickly as possible.

Ability to work in a secure operating environment with access to classified and sensitive information.

Ability to research a voluminous amount of databases in order to find information on individuals utilizing very little previous information on the subject (e.g., telephone number only, last name, alias, etc.).

Ability to perform tedious intelligence searches while maintaining high quality control and proof reading skills in the performance of job tasks.

Ability to work under extreme pressure and time limits.

Ability to multitask and determine high priority tasks in accomplishment of daily duties.

Ability to analyze and intelligence information, submitted documents and statistical data present findings of fact in written and graphic form.

Ability to prepare and provide both oral and written presentations to large groups of both civilian and law enforcement professionals.

Ability to organize, prioritize and plan work effectively.

Ability to gather, assemble, correlate and analyze facts and devise solutions to problems.

Ability to display a professional appearance and demeanor consistent with the expectations of the Missouri State Highway Patrol.

Ability to represent the Missouri State Highway Patrol on panels, committees, task forces etc., working on issues and other criminal activities.

Ability to work with highly sensitive information in a confidential and professional manner and maintain the information as such.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

Ability to travel

**MINIMUM EXPERIENCE AND EDUCATION REQUIRED:** (The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Bachelors Degree in criminal justice, or related field;

OR

Four years experience with a criminal justice, military or government intelligence agency or criminal intelligence network organization, or in a business, financial, or academic environment, compiling data, analyzing findings and writing comprehensive reports.

Preference may be given to those with experience in public speaking and communications.

**NECESSARY SPECIAL REQUIREMENTS:** Must obtain and maintain MULES Certification within six months of hire, or as soon as scheduling allows.

Must be a resident of Missouri at the time of appointment.

Must attend and successfully complete Foundations of Intelligence Analysis Training (FIAT) within a period not to exceed six months after appointment (or as soon as course enrollment is available).

Must pass a comprehensive background check necessary to have access to criminal intelligence and other information in the Missouri State Highway Patrol.

**FLSA STATUS:** Non-Exempt

**WORK SCHEDULE:** An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.