

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## INVESTIGATIVE ANALYST

**JOB CODE: 30140**

**PAY GRADE: 15**

**PAY RANGE: \$43,200 - \$69,120**

### GENERAL DESCRIPTION

Under the direction of an Analyst Supervisor, member performs professional and technical work in conducting detailed research and analysis of confidential investigative information relating to criminal activity and any related statistical data in order to assist and enhance the effectiveness of law enforcement operations and programs. The work involves responsibility for requesting, receiving, and analyzing confidential information regarding criminal activities for a specific investigative component where the member is embedded. Responsibilities include, but are not limited to, compiling, analyzing, and disseminating criminal activity information, organizing large amounts of case related data for the investigative component assigned, and preparing written reports illustrating thorough analysis and evaluation of investigative information. Work is reviewed by the supervisor through observation, analysis of reports, and evaluation of results achieved. **Subject to call-out after hours as part of scheduled rotation.**

**SUPERVISES OTHERS:** No

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Conducts daily review and analysis of information received from various internal and external sources and compiles that information to assist in detecting crime patterns and trends and relay necessary information to the assigned investigative component;
- Utilize various law enforcement, criminal justice, and civilian databases to review the incarceration and release status of prolific offenders and identify said offenders who are living, working, or frequenting Pinellas County and have a substantial likelihood of reoffending and relaying that information to the appropriate investigator or agency component;
- Collects and analyzes data from agency sources to identify specific locations showing an increase in criminal activity for their assigned investigative discipline and uses that data to clearly identify the problem, offer possible causes for the problem, and potential solutions;
- Develops and promotes liaisons and contacts with other law enforcement and government agencies as well as outside sources to maintain and exchange pertinent information among law enforcement agencies and partnering organizations;
- Coordinates the exchange of interstate and intrastate criminal activity information with other law enforcement agencies, exercising independent judgment to ensure that accurate and reliable information is disseminated;

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- Evaluates and analyzes criminal information to predict the capabilities, intentions, and vulnerabilities of criminal groups and makes recommendations for investigative strategies;
- Prepares oral briefings, written reports, and graphical depictions showing crime patterns and trends for their investigative component as well as develops response recommendations in detailed factual reports for use by agency management and field supervisors to evaluate investigative priorities and case development;
- Prepares bulletins regarding wanted or missing subjects or critical information regarding criminal activity for dissemination within and outside the agency;
- Supports and assist detectives and other agency members directly in the compilation and analysis of confidential information regarding complex criminal investigations; Depending upon assignment, this may be in the form of conducting extensive background investigations on subjects related to investigations or reviewing, researching, and organizing voluminous amounts of data for specific case related information;
- Assist in the training of personnel regarding investigative analyst duties and responsibilities.
- Participates in Sheriff's Office recruitment and community relations activities as directed.

This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

## **QUALIFICATIONS**

- Graduation from an accredited college or university with a Bachelor's Degree in a related field
- Two (2) years' experience in information gathering and data analysis
- Or equivalent combination of education and experience
- Completion of all components of a Microsoft Office Suite test
- Must possess a valid Florida driver's license

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of the principles, practices and techniques of analysis and information gathering from numerous data sources
- Knowledge of data research methods, concepts and techniques
- Knowledge of analytic methods and techniques, including the method of operation characteristic analysis
- Knowledge of basic statistical methods, techniques and research methodology used in data collection and report presentation



- Detail orientated and critical thinking skills
- Problem solving skills
- Excellent verbal and written communication skills
- Skill in the use of a computer terminal and the internet to aid in investigative analysis and in the preparation of reports
- Adept in the use of related software for use in word processing, graphics and spreadsheets
- Ability to quickly learn and be proficient with new law enforcement, criminal justice, and civilian databases/computer systems
- Develop and maintain a good working knowledge of agency organization, components and resources
- Inter-personal skills
- Problem-solving skills
- Time management skills
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

## **PHYSICAL ABILITIES**

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 8 hours per day
- Stand up to 1 hour per day
- Walk up to 1 hour per day
- Occasionally lift up to 10 lbs.
- Occasionally bend or reach