

# Job Posting

<b>DEPARTMENT:</b>	Office of Attorney General
<b>SECTION:</b>	Intelligence Unit/Bureau of Investigative Services/ Criminal Law Division
<b>CLASS:</b>	Investigative Analyst I/II
<b>LOCATION:</b>	Philadelphia
<b>TYPE POSITION:</b>	Permanent, Full-time, Non-civil service, Union
<b>WORK HOURS:</b>	8:30 – 5:00
<b>SALARY RANGE:</b>	Investigative Analyst I: Pay Range 5 – Minimum pay of \$37,986 Investigative Analyst II: Pay Range 7 – Minimum pay of \$49,076

## **BASIC FUNCTION:**

This position involves working with the criminal investigative bureaus of the Office of Attorney General (OAG). An employee in this position is responsible for performing duties which include the receipt, analysis, verification, and dissemination of information of a confidential and sensitive nature for a variety of purposes including investigative case support and providing information to the Attorney General, agents, and management personnel of the OAG; the Pennsylvania legislature; other law enforcement and private sector agencies; and the general public about the breadth and scope of criminal influence affecting Pennsylvania.

Employees in this position are responsible for becoming familiar with the criminal threat to Pennsylvania, as well as the northeastern and mid-Atlantic regions, and the US, including the historical and current perspectives. Through training and experience, employees in this position obtain a comprehensive understanding of the criminal threat environment and assist more experienced analysts in providing analytical insight, advice, and counsel to OAG decision-makers, attorneys, agents, and analysts. Work includes the use of appropriate software applications and databases in the preparation of tactical, operational, and strategic analytical products, and to assist in the preparation of comprehensive tactical, operational, and strategic assessments including written reports, oral presentations, visual illustrations, and charts for dissemination within and outside of the OAG. Employees in this position read and research publications on various criminal elements to develop and maintain a useful reservoir of knowledge of general patterns, trends, and scopes of crime. Employees must comply with all requirements of the Criminal History Records Information Act (CHRIA) and 28 C.F.R.

## **EXAMPLES OF DUTIES:**

- Provides investigative support to agents through the collection and analysis of information from a variety of databases including driver's license/registration records, criminal history

records, warrant checks, gun registration, and employment and financial records, to develop inferences about criminal activities, key individuals, methods of operation, and the extent of criminal influence

- Provides pre-operational planning assistance to assist agents with warrant executions.
- Monitors daily open source and sensitive information systems to obtain near real-time criminal threat information as well as comprehensive threat assessments and reports produced by other agencies in the region and the around the nation
- Provide accurate, timely, predictive analysis to OAG leadership in order to better deter, detect, and/or prevent credible criminal threats to the Commonwealth
- Accurately identifies and effectively communicates information collection requirements and provides timely and relevant critical feedback to collection resources (OAG agents and analysts, local and state investigators)
- Provides assistance to law enforcement staff by compiling data from agents, law enforcement agencies, confidential informants and sources, the media, and other sources to detect organizational structures, trends, and movements of criminal factions including modus operandi, tradecraft, etc.
- Produces a spectrum of threat-related intelligence products for use by OAG leadership, decision-makers, and operations personnel, including ad hoc and periodic criminal threat bulletins, weekly threat summaries, ad hoc tactical briefs, and long-term threat assessments
- Collaborate with analysts from other agencies in order to effectively share information and ensure timely coordination during periods of heightened threat
- Uses electronic data processing systems to research, analyze, and store data
- Writes reports of analysis and/or investigative findings for use in investigations, criminal complaints, and search and arrest warrants
- Testifies in court proceedings and grand jury proceedings regarding analytical findings
- Assists with the execution of search warrants for the purpose of gathering intelligence
- Presents analytical briefings, case studies, and presentations on behalf of the OAG at conferences, seminars, and trainings
- Performs other duties as assigned

### **MINIMUM EXPERIENCE AND TRAINING:**

#### **Investigative Analyst I:**

- A Bachelor's Degree from an accredited institution OR
- Four years of relevant experience that would afford the individual the needed knowledge and skills to perform the job OR
- Any combination of relevant education, training, and experience that would enable the individual to perform the duties of the job

#### **Investigative Analyst II:**

- A Bachelor's Degree from an accredited institution and two years of relevant experience that would afford the individual the needed knowledge and skills to perform the job OR
- A Master's Degree from an accredited institution OR
- Six years of relevant experience that would afford the individual the needed knowledge and skills to perform the job OR
- Any combination of relevant education, training, and experience that would enable the individual to perform the duties of the job