



JOIN OUR TEAM

CIVIL SERVICE JOB ANNOUNCEMENT

Civil Service Department, Suite 569, City County Bldg, 400 Main Street, Knoxville, TN 37902 (865) 215-2106.
Web:www.knoxvilletn.gov

9070 Gang Intelligence Analyst 4/23/24

(This is a Non-Civil Service Part-Time Grant Funded Position)

ENTRY-LEVEL SALARY: \$ 22.67 hourly
PAY GRADE RANGE: \$ 22.67 - \$ 36.26 hourly (Pay Grade 311)
The City of Knoxville requires as a condition of employment that all newly employed individuals, former employees that have been re-hired, or employees promoted to a new classification will receive their paychecks by way of automatic direct deposit.
Starting and promotional salaries will be determined based upon applicant qualifications and in accordance with Civil Service Merit Board Rules and Regulations.
The City of Knoxville only accepts online applications. To apply, go to <http://www.knoxvilletn.gov/jobs>.
You must complete ALL APPLICABLE SECTIONS of the application. DO NOT LEAVE SECTIONS BLANK SIMPLY BECAUSE THAT INFORMATION APPEARS ON YOUR RESUME. Doing so could result in your application being deemed incomplete. If you need assistance submitting an application, you may visit the Civil Service office at the address listed above.

The following documents **MUST** be submitted online by **4:30 p.m. on: Friday, May 3, 2024.**

- Completed City of Knoxville Online Application
- Detailed Resume (upload and attach to your online application)
- If you have questions regarding your application or need help applying, please email mbfoster@knoxvilletn.gov before the posting deadline.

JOB DESCRIPTION: Please See Attached Position Description

MINIMUM REQUIREMENTS

Graduation from a standard high school or equivalent.

PREFERRED QUALIFICATIONS

The hiring authority may give preference to those with prior law enforcement experience in the field of investigations, drugs, gangs, and violent crime.

The hiring authority may give preference to those with prior experience in dealing with gang, drug, and violent offenders.

GREAT BENEFITS!

- Health Plan
- Pension Plan
- Health, Education, & Wellness Center
- Dental Plan
- Vision Plan
- Deferred Comp
- Spending Accounts
- Life Insurance
- Longevity Payments
- Tuition Reimbursement
- Employee Assistance Program
- Paid Leave
- Paid Holidays
- Sick Leave Bank
- Paid 30 min Break
- Vacation Sell
- Flex Schedules
- Training Opportunities

Note: Background checks will be conducted.

AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE

The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.

GENERAL DESCRIPTION

Under general supervision, the Gang Intelligence Analyst collects, analyzes, and shares intelligence information to improve the community's coordinated response to gang, drug and violent crimes. This position will work closely with their unit and will collect, review, analyze, and report information on individuals and groups involved in gang, drug, and violent crimes.

ESSENTIAL FUNCTIONS

Develops and maintains positive relationships with internal units, outside agencies, schools and law enforcement and legal personnel; assists officers and detectives with intelligence on open cases; provides information and intelligence to prosecutors.

Obtains information from department personnel and various other sources; identifies objectives and develops a dissemination plan for the information; prepares intelligence briefs and information bulletins to be disseminated internally; reviews crime reports, field interviews, and contacts for information; monitors social media, local news, and other open sources for intelligence; creates charts, lists, and other graphics in Word, Excel, PowerPoint, etc.; conducts analysis of phone records, contacts, personal connections, etc.; organizes intelligence in a useable and searchable format (electronic and hardcopy).

Analyzes criminal intelligence information; provides the information and analysis findings in a format that allows for its use by all appropriate personnel and divisions of the Department in the deployment of departmental resources.

Maintains up to date intelligence files on individual offenders as well as groups.

Conducts information/intelligence presentations to audiences in person; attends and speaks at meetings and groups to educate and provide awareness.

MARGINAL FUNCTIONS

May serve as a Subject Matter Expert in court.

Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of federal state, and local laws, codes, and regulations.

Ability to exercise good judgment in evaluating information and formulating appropriate communications to necessary personnel.

Ability to use tact, courtesy and other principles and techniques of good interpersonal relations in dealing with others.

Ability to orally communicate ideas and information to individuals of diverse backgrounds in a clear, concise and courteous manner.

Ability to express ideas clearly, concisely, effectively, and convincingly - both orally and in writing.

Oral and written communications skills sufficient to convey ideas and information to a variety of individuals.

Ability to accurately type reports, bulletins and other necessary correspondence at a moderate rate of speed from both rough draft and plain copy.

Basic knowledge of Microsoft Office programs.

Ability to handle confidential information.

Ability to testify as a Subject Matter Expert Witness in court.

Ability to conduct analysis on historical records, phone data and call logs, personal and group connections, read and interpret communication between individuals, etc.

Working knowledge of social media and the internet and the ability to navigate them.

Ability to prepare written correspondence to include memos, notes, graphs, charts, etc.

PHYSICAL REQUIREMENTS

This position consists of primarily sedentary work, requiring the incumbent to exert up to 10 pounds of force occasionally, or a lower amount of force frequently, in order to lift/carry, push/pull or otherwise move objects. The job involves sitting most of the time, but may involve walking or standing for brief periods of time. A description of the specific physical requirements associated with this position is maintained on file in the Human Resources office for review upon request.

MENTAL REQUIREMENTS

This position requires the use of relevant principles and procedures to solve practical problems and to deal with a variety of concrete variables in situations where only limited standardization exists (e.g. drafter, firefighter, carpenter). A description of the specific mental requirements associated with this position is maintained on file in the Human Resources office for review upon request.

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