CSO III/IV – Intelligence Analyst
Police Department

The Village of Niles is seeking an analytic candidate for the position of part-time CSO III/IV – Intelligence Analyst in the Police Department. This position reports to the Police Sergeant on duty or designee. This position performs specialized, confidential research and analytical work to provide crime and intelligence information and data in support of law enforcement activities. The work of the Intelligence Analyst is of a highly confidential nature due to the restricted and classified data received within the Niles Police Department’s Detective Bureau.

Essential Job Functions Include:

- Develop strategies and methods and follows established CPIC and departmental procedures in collecting, organizing and charting classified and restricted intelligence information;
- Perform detailed research and analysis of criminal intelligence information, analyzing data, writing reports and developing links between criminals and crime groups or patterns of criminal activity for use by law enforcement personnel, Village departments and other outside agencies;
- Research, compile and organize criminal intelligence information and statistics using various database systems;
- Analyze and evaluate criminal intelligence information and data received from a variety of sources (e.g., local, state and federal law enforcement agencies, databases, public records) to assess the reliability of sources and the validity of content;
- Apply inductive and deductive reasoning in analyzing data, and translate into viable criminal intelligence information;
- Prepare graphic presentations of data (e.g., charts, graphs, and matrices), presenting criminal intelligence information with organized facts and statistics to provide investigative leads to suspects, crimes or criminal organizations;
- Author and prepare for distribution various informational bulletins and other informational materials related to office safety alerts, briefings and other law enforcement messages and alerts;
- Compile investigative information case files and packets on specific criminal cases;
- Design, use and maintain databases and software applications, such as geographic information systems (GIS) and artificial intelligence tools;
- Provide oral briefings, court testimony and other presentations and trainings on analytical products and techniques;
• Respond to requests for information and acts as a liaison with law enforcement organizations and agencies for the purpose of information sharing, community policing, and crime prevention strategies;
• Represent the department at various meetings and conferences and assists with special crime and intelligence projects;
• All other duties as assigned.

Requirements and Conditions:
• Graduation from an accredited college OR university with a Bachelor’s degree;
• Two (2) years of work experience in the performance of fact finding research, analyses and reporting;
• One (1) year of work experience analyzing intelligence information for a military, government or law enforcement agency;
• As a condition of employment position(s) must be able to obtain and maintain a security clearance commensurate with the Illinois State Police minimum requirements of an Intelligence Analyst Position;
• A valid State of Illinois driver’s license is required;
• Or any equivalent combination of education and experience;
• This position is a sedentary, office work position;
• Hours are flexible, but limited to 20 hours per week.
• Hourly wage range is $18-$21/hour.

To apply, candidates can complete an application on the Village’s website at www.vniles.com or submit an application or resume to the Human Resources Specialist, Village of Niles, 1000 Civic Center Drive, Niles, IL 60714, via E-mail personnel@vniles.com.

The Village of Niles is an Equal Opportunity Employer