EMPLOYMENT OPPORTUNITY

Office Title: Intelligence Analyst

Salary Range: $50,000

Division/Work Unit:
HIDTA New Jersey
80 Mulberry Street
Newark, NJ 07102

Schedule: 9:00am - 5:00pm

Job Description:

The NY/NJ High Intensity Drug Trafficking Area (NY/NJ HIDTA) is a federally funded program of the Office of National Drug Control Policy. The mission of the HIDTA Program is to enhance and coordinate America's drug-control efforts among local, state and federal law enforcement agencies in order to eliminate or reduce drug trafficking and its harmful consequences in critical regions of the United States.

The Intelligence Analyst position is in the New Jersey Intelligence Center located at the DEA Newark Field Office.

Duties will include:
- Collect open source data, review reports, raw data, documents, and records
- Compile information, analyze findings, make interpretations
- Analyze telephone toll records and financial records via various database analysis systems
- Analyze digital footprints via various database analysis systems
- Identify intelligence gaps and develop strategies to overcome intelligence collection challenges.
- Work closely with both intelligence and enforcement elements within the law enforcement community.

Qualifications and Skills:
- Bachelor’s degree
- Working knowledge of the Dark Web, Social Media platforms, and virtual currency
- Must demonstrate an understanding of the relevance of analytical results, drawing inferences, and extrapolating the relevant data from multiple sources (i.e. law enforcement, public health, and open source data).
- Excellent interpersonal and organizational skills required.
- Must be detail oriented and able to multi-task.
- Solid command of MS Excel and PowerPoint required (expertise in report design, including formatting and design of charts, graphs, and tables strongly preferred).

Benefits: The selected candidate will be hired as an employee of the Manhattan District Attorney’s Office and will receive the standard benefits of a city employee.

Background Check: The individual hired for this position will require full field background investigation to be conducted by the Manhattan District Attorney’s Office. Continued employment is contingent upon the successful adjudication of the results of the investigation.

TO APPLY, PLEASE SUBMIT RESUME BY E-MAIL:
acaunedo@nynjhidta.org

If you do not have access to e-mail, mail resume to the address provided above. Please submit your resume once using only one of these methods.

Post date: 01/14/20
Post until: Position filled