EMployment OPPORTUNITY

Office Title: Drug Intelligence Officer  Contract: $50,000
Division/Work Unit:  2 days per week: Jamestown Police Department, 201 E. 2nd Street, Jamestown, NY
2 days per week: Chautauqua County Sheriff’s Office, 15 E. Chautauqua, Mayville, NY
1 day per week: DEA Buffalo, 535 Washington Street, Buffalo, NY

Schedule: 9:00am to 5:00pm

The New York/New Jersey High Intensity Drug Trafficking Area (NYNJHIDTA) is seeking a qualified candidate for the position of Drug Intelligence Officer for Chautauqua County, NY. Employment is contingent upon securing and maintaining a Top Secret Security Clearance.

Job Description:

Duties will include:

• Support HIDTA mission, perform a variety of tasks relative to analysis of crime and drug related intelligence. Report directly to the DEA Buffalo RAC and HIDTA DIO Coordinator.

• Provide analytical/case support for HIDTA, local law enforcement and other authorized agencies.

• Conduct outreach to local law enforcement; establish points of contact with key federal, state and local drug enforcement representatives.

• Establish working relationships with counterparts in other agencies to exchange intelligence and other pertinent information.

• Attend monthly OCDETF and MAG meetings and be prepared to present information on drug-related crime trends.

• Establish point of contact with the health department and local hospitals.

• Host appropriate narcotics commanders at the local DEA Office for a presentation of county-wide trends and analysis including narcotics trafficking trends, drug-related violence, significant seizure of drugs, guns or money, and significant drug-related arrests as approved by the RAC.

• Work closely with the HIDTA Drug Trends Unit and track prescription drug crimes within area of responsibility and make appropriate enrees in the RX Database.

• Implement the Hidden Trafficker Program within area of responsibility; track all drug and firearm felony arrests of non-county residents and notify appropriate law enforcement agencies.

• Participate in law enforcement information and intelligence sharing meetings as required and be prepared to present briefings.

• Identify and monitor trends in drug trafficking and other security threats, review local crime statistics and crime measures particularly within the drug market; review all drug arrests/seizure data and abuse indicators.
• Coordinate the collection and dissemination of relevant intelligence obtained from a variety of law enforcement sources and other sources of information.

• Prepare briefs, written reports, charts, graphs and link analysis, to include the monthly reporting of statistical data. Statistics include; overdose data, narcotics, firearms, and currency seizures as well as SAFETnet and NSS submissions.

• Other tasks as assigned by DIO Coordinator or on-site Supervisor.

Qualifications & Skill Requirements:

• Must have prior law enforcement experience at the federal, state, county or local level.
• Must meet requirements for a top secret security clearance.
• Must possess exceptional writing and public speaking skills.
• Must be able to work effectively in an interagency environment with federal, state, county and local law enforcement.
• Must have the ability to exercise sound judgment to work independently within guidelines.
• Must possess a working knowledge of intelligence architecture systems at the federal, state, county and local level.
• Must have a working knowledge of Federal 28CFR, part 23.

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: 3/17/15                      Post until: 3/31/15