



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code(s): 5210

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**CRIMINAL INTELLIGENCE ANALYST**

GRADE K

**SCOPE OF WORK:**

Work involves research and analysis of criminal information to establish patterns of criminal activity and develop links or relationships between criminals and crimes for support in investigations and prevention of criminal acts.

**DUTIES PERFORMED:**

- Collect and compile criminal intelligence information from a variety of sources and search local, regional, and federal databases to generate intelligence data.
- Research, examine, evaluate, correlate, and record criminal intelligence information to develop investigative leads and links and to distinguish patterns and trends.
- Create flow charts, timelines, modus operandi trends, and link charts to assist in criminal investigations and prosecutions.
- Prepare and conduct presentations and briefings to share trends and threats and train law enforcement personnel on criminal intelligence.
- Enter data, reports, or records of criminal intelligence information into a customized database for use and reference by analysts and investigators; ensure accuracy and integrity of data.

**NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**MINIMUM QUALIFICATIONS:**

Requires a bachelor's degree in criminal justice or a related field, and two years of work experience that involved compilation, analysis, and reporting of criminal investigation or intelligence information in a law enforcement or military or government intelligence agency. Additional work experience as described may substitute for the education requirement on a year-for-year basis.

Eff. Date: 01/10

Rev: 07/12 – Conversion to Hay System