



# LOS ANGELES REGIONAL CRIMINAL INFORMATION CLEARINGHOUSE

## **\*\*EMPLOYMENT OPPORTUNITY\*\***

### **CRIMINAL INTELLIGENCE SPECIALIST (CIS I)**

*It is an objective of LA CLEAR to achieve a drug-free work place. Any applicant for LA CLEAR employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with Department policies.*

- POSITION TITLE:** CIS I, Watch Center (day, swing, and night shift). New hires start on night shift after completion of training and will have the opportunity to move to other shifts.
- SALARY/BENEFITS:** \$3,466 – \$3,822 per month, medical plan and 401k offered through HR Company.
- LOCATION:** Commerce, CA.
- FINAL FILING DATE:** Open and Continuous. A six-month eligibility list will be established; the eligibility list may be extended at the discretion of the Executive Director.

#### **DUTIES/RESPONSIBILITIES:**

LA CLEAR is a nationally and internationally recognized Investigative Support Center (ISC) that provides intelligence products, enhanced information sharing and advanced systems technology to federal, state and local law enforcement agencies in order to ensure officer safety and enhance operational efficiency. The CIS I position will be assigned to the Watch Center and report to a Criminal Identification and Intelligence Supervisor. Employee serves at the discretion of the Executive Director of LA CLEAR.

The CIS I duties include, but are not limited to: collecting information from a variety of sources; analyze, evaluate and correlate information pertaining to targeted criminal suspects; input and maintain intelligence information in the RISSIntel database; respond to inquiries from law enforcement agencies; query multiple law enforcement databases; prepare trend assessments and reports; post and monitor critical events in a deconfliction system; report information in both verbal and written form; prepare correspondence and memorandums as necessary; provides liaison to local, state and federal law enforcement agencies to ensure a continuing flow of information. The Watch Center is open 24 hours a day, 7 days a week, and 365 days a year including holidays.

#### **DESIRABLE QUALIFICATIONS:**

Knowledge of criminal intelligence techniques, procedures, and types of applicable crimes and laws. Ability to collect, analyze, and evaluate criminal intelligence and disseminate the result in both verbal and written form to law enforcement agencies. Ability to work independently, as well as in a group setting, prioritize and work well under pressure; must be detail oriented and able to multi-task in a fast-paced environment; must be reliable and have an excellent attendance record; good computer skills, and familiarity with database management considered a plus. Must be able to establish and maintain effective working relationships with others and possess excellent phone and communication skills (both orally and in writing).



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### **WORKING CONDITIONS:**

- The workdays will be determined upon hire and are subject to change.
- All shifts will be on an Alternate Work Week 4/10/40 schedule.
- This position may work at least one weekend day and some holidays.
- This position will have frequent interruptions and requires multi-tasking abilities and attention to detail.
- Must be able to communicate clearly, work in a fast-paced environment, ask, understand and answer questions effectively, elicit helpful information, use independent judgment, and take appropriate actions at all times.
- Ability to sit, operate a phone and computer for long periods. Ability to lift up to 20 pounds.
- Must be able to learn and successfully operate various computer applications related to CIS duties.
- Some travel as needed to attend meetings.
- Must possess a valid California driver license.
- Must maintain punctual and regular attendance.
- **Must successfully pass a peace officer level background investigation (may include polygraph examination) prior to employment.**
- **Must pass a Department of Homeland Security (DHS) process to obtain a secret clearance.**

### **MINIMUM QUALIFICATIONS:**

All applications will be reviewed to verify that they meet the minimum qualifications stated in this section. To receive credit, the application must clearly show the required experience.

- ❖ Two years of experience performing criminal intelligence-related duties in a governmental agency; **or**
- ❖ Equivalent of two years of college (60 units completed), preferably with a Criminal Justice focus; **or** in the process of completing educational requirements related to the field of Criminal Justice/Analytical coursework; **or** a formal college degree obtained from an accredited university. Copies of college transcripts or degree must be included with the application (unofficial transcripts are acceptable for purposes of application).
- ❖ **Certificate:** Crime & Intelligence Analysis Certificate is preferred.

### **SALARY:**

**\$3,466 – \$3,822 per month.** Overtime is available when operationally necessary. Reimbursement will be provided for any work-related travel. Employment will be at-will and based on the availability of funding. All step increases are based on merit, are dependent upon specific assignments within LA CLEAR and availability of funding. Vacation and Sick Leave are also included and based on tenure.



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Applications will be reviewed to determine whether the applicant meets the minimum qualification and whether or not they are competitive with other applicants. *Only the most qualified candidates will be interviewed.*

LA CLEAR is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

#### **HOW TO APPLY:**

Applicants must complete the LA CLEAR application which can be downloaded here:  
<https://laclear.org/html/LACLEARApplication.pdf>

Send your application along with your resume or statement of qualifications to either of the following:

**Email** – [Jobs@laclear.ca.gov](mailto:Jobs@laclear.ca.gov)

**Hard copy applications** send via U.S. Mail to

LA CLEAR  
Attn: Marlyn Pacheco  
5700 S. Eastern Avenue  
Commerce CA 90040

For more information about LA CLEAR go to <https://www.laclear.org> follow us on Twitter @LACLEARINGHOUSE