

CONTRACT POSITION ANNOUNCEMENT: INTELLIGENCE ANALYST



Northwest High Intensity Drug Trafficking Area (NW HIDTA)

LOCATION:	Seattle, Washington
CONTRACT POSITION:	Intelligence Analyst
ANNUAL COMPENSATION:	\$70,000 - \$90,000 per annum
CLOSING DATE:	Open until filled

PROGRAM & POSITION OVERVIEW

The High Intensity Drug Trafficking Area (HIDTA) program¹ seeks to reduce the production, smuggling, distribution, and use of illegal drugs adversely affecting the United States. In furtherance of this, Northwest HIDTA promotes collaboration by and between federal, state, local, and tribal agencies to identify and address established priorities. The approach to reducing the drug threat — and its harmful effects — is diverse and achieved, in part, through operational law enforcement efforts, intelligence gathering and sharing, prevention and treatment programs, and education and training initiatives.

Northwest HIDTA seeks well qualified intelligence analyst candidates to bolster Investigative Support Center operations. This position will support efforts of key partners conducting criminal investigations and provide strategic, tactical, and operational support to numerous drug task forces.

The intelligence analyst position is that of an independent contractor. Continued employment is at the discretion of Northwest HIDTA's Executive Board, evaluated yearly, and contingent on government grant funding.

RESPONSIBILITIES:

- Perform criminal research and analysis in support of multi-agency criminal drug investigations
- Collect, analyze, evaluate, produce and disseminate tactical, operational and strategic intelligence
- Prepare written products pertaining to tactical, operational and/or strategic intelligence.
- Prepare presentations and conduct briefings to supervisors, managers, detectives and/or prosecutors concerning investigative, operational and/or strategic intelligence
- Use federal, state, and local criminal systems and databases to research and evaluate drug organization members, drug trafficking activities and investigative overlaps

¹ <https://www.hidtaprogram.org/index.php>

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- Conduct communications analysis and prepare organizational, phone link, and timeline charts using various intelligence/investigative software applications
- Monitor drug trafficking trends, identify emerging trends and officer safety issues, and prepare strategic intelligence assignments
- Prepare and document analytical findings in investigative reports
- Use investigative and analytical tools, word processing, graphics, and spreadsheet software to produce reports, presentations and special projects
- Complete special projects and perform other related analytical and research duties as required
- Testify in criminal prosecutions as needed
- Travel at government expense as needed

REQUIRED QUALIFICATIONS

- Minimum of three years relevant work experience
- Baccalaureate degree
- Exceptional ability to communicate with diverse audiences
- Ability to work independently and exercise sound judgement absent explicit direction
- Capacity to positively interact with various federal, state, local, and tribal stakeholders
- Ability to synthesize complex data and prepare organized reports
- Experience with Microsoft Office Suite, specifically: Word, Excel, and PowerPoint

ADDITIONAL REQUIREMENTS

- Must be a United States citizen
- Must possess and maintain a valid driver's license
- Must undergo an in-depth background investigation, be eligible for — and maintain — a national security clearance

DESIRED QUALIFICATIONS

- Master's degree
- Experience in intelligence, law enforcement, and/or prosecutorial fields

APPOINTMENT

- The position is federally funded, however, the selected candidate will be a contract employee
- Relocation expenses will not be provided

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APPLICATION

Interested parties should apply by submitting a cover letter and detailed resume outlining their qualifications.

- Three references (two professional and one personal) must accompany resumes
- All relevant information should be submitted via email to: nwhidtacareers@nw.hidta.org
- Absent access to email, deliver printed material to:
NW HIDTA
Attention: Deputy Director
300 5th Ave., Suite 1300
Seattle, WA 98104
- Best qualified applicants will be contacted if selected to continue in the process