

INVESTIGATOR 1

(Working Title: PSIN10 Senior Investigator)

(Class Code: IV01-15977)

CLOSING DATE: Open Until Filled

FULL HIRING RANGE: \$3,071 - \$4,196 Per Month

AGENCY HIRING RANGE: \$3,071 - \$3,649 Per Month

DEPARTMENT: Attorney General, Division of Criminal Investigation, Operations

LOCATION: Cheyenne, Wyoming

GENERAL DESCRIPTION OF WORK: This position is for a senior investigator in the Division of Criminal Investigation (DCI), under direction of the Criminal Intelligence Unit Supervisor, to monitor, collect, investigate and analyze, criminal and terrorism intelligence on criminal/terrorist individuals, groups, organizations and evaluate threat potential and report to local, state and federal law enforcement authorities the analysis, and evaluation findings to aid in enforcement of local, state and federal criminal codes and assist in the protection of Wyoming citizens, their property and government; other duties as assigned.

ESSENTIAL FUNCTIONS: Investigation and collection of criminal/terrorism intelligence, analyze/evaluate threat, and report findings to aid the enforcement of local, state and federal codes and assist in the protection of Wyoming citizens, their property and government; provide state of the art investigative support to local, state and federal law enforcement; officers, agents and analysts to aid in the investigation of crimes, or potential terrorist acts against citizens, property of government; maintain expert knowledge and conducts training on special criminal groups such as; Street Gangs, Prison Gangs, Motorcycle Gangs, Domestic Extremists, Narcotics Cartels, and Terrorist Threat Groups and Intelligence methodologies; maintain up-to-date knowledge background on criminal investigative/intelligence systems, programs, networks, communications and developments in the field; act as team supervisor in the absence of the team leader; assists in managing distribution of case work assignments within the intelligence unit; instruct unit members on methodologies used to complete tasks; train newly assigned staff; monitor task products completed by subordinate unit members; unit systems management oversight and productivity analysis; track work statistics, special projects and trends in workload management within Criminal Intelligence Unit; conduct criminal and background investigations as requested by law enforcement agencies inside and outside of Wyoming jurisdictional boundaries; act as Point of contact, State Coordinator and state liaison for several federal and international programs and projects.

KNOWLEDGE AND SKILLS: Knowledge of types of crimes and modus operandi associated with drug crimes, organized crime and major conspiracies; knowledge expert of specialized criminal and terrorist groups, elements and individuals; knowledge of requirements for intelligence file creation, retention, dissemination and purging in accordance with 28 CFR, Part 23; knowledge of data entry and collection and data reporting systems; knowledge of computer software databases and Division of Criminal Investigation's files and databases for criminal intelligence within the Wyoming Law Enforcement Information Network; knowledge of the criminal justice system; knowledge of lesson plan development; knowledge of the United States Intelligence Community and how to operate within and as a part of that community; knowledge of the various criminal justice and counter terrorism systems, programs, networks and agencies. Skill in researching, accessing, inputting and retrieving data elements by utilizing computers and analyzing criminal intelligence; skill in certification in intelligence handling in accordance with Wyoming Statute 9-1-627; skill in conducting subject and telephone interviews; skill in computer aided searches, database management, and analyzing criminal intelligence; skill in intelligence report writing, preparing link analysis, even flow analysis and activity charting; skill in oral and written communication; skill in intelligence report writing, preparing link analysis, event flow analysis and activity charting; skill in collection, analyses, utilization and interpretation of data pertaining to records management; skill in decision making in regard to the value of specific records; skill in office management and issuance of work assignments; skill in developing comprehensive lesson plans and tools to train law enforcement officers on specialized programs crimes, investigative tactics and criminal elements; skill in the use of the various criminal justice and counter terrorism systems, programs and networks. Ability to interpret and clearly communicate policies and procedures and statutory mandates to various criminal justice agencies; ability to produce written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar; ability to communicate in English by phone or in person in a group or one-to-one setting; ability to think analytically and interpret data in a variety of records systems; ability to read, analyze, interpret and evaluate research findings and recommendations; ability to develop and maintain liaison with the intelligence community at federal, state, county and municipal levels to share information on criminal activities or suspected criminals under investigation; ability to work cooperatively with employees from other law enforcement agencies; ability to organize and present accurate information in a logical sequence; ability to prepare graphs, charts, tables and other illustrative devices; ability to safely and skillfully utilize art supplies (such as razor blades, rulers and overlays) routinely associated with creating charts.

QUALIFICATIONS: Any combination of training and experience equivalent to a bachelor's degree in criminal justice, business administration, public administration or other closely related field, PLUS four years of professional work experience in regulation, fraud, law enforcement or credit investigation, debt collection or related professional work experience which involves civil or criminal action or court procedures, INCLUDING one year with supervisory or lead work responsibilities.

NOTE: The Wyoming Attorney General's Office offers a competitive benefits package including: Medical, Dental and Life Insurance, paid vacations and sick leave, paid holidays, State Retirement and Deferred Compensation Program, Longevity pay and opportunities for advancement. Successful applicants are required pass an extensive background investigation.

APPLICATIONS: For more information or to apply online go to: <http://statejobs.state.wy.us/JobSearchDetail.aspx?ID=15977> or submit an official application to A&I Human Resources Division, Emerson Building, 2001 Capitol Avenue, Cheyenne, WY 82002-0060, (307)777-7188, Fax (307)777-6562 along with transcripts of any relevant course work. Open Until Filled. EEO/ADA Employer.

The state of Wyoming actively supports the ADA and reasonably accommodates qualified applicants with disabilities. No notice of eligibility will be sent to applicants who meet the minimum qualifications.

DATE RELEASED: 09-24-09