

# Investigative Analyst

## AD-1805

Arlington, VA

\$59,534 - \$133,465

### **Job Summary:**

The Investigative Analyst is involved in collecting, evaluating, collating, analyzing, disseminating, and reevaluating criminal intelligence for use by criminal investigators. The Investigative Analyst may work within a team of Investigative Analysts or manage a single highly complex investigation ensuring the accomplishment of objectives within all phases of the investigation cycle: planning, executing and reporting. The Investigative Analyst may report to the Assistant Inspector General-Criminal Investigations through the Special Agent in Charge (SAIC) or the Supervisory Investigative Analyst for Investigations.

### **Duties:**

Incumbent serves as the Investigative Analyst for the Investigations Directorate. Implements the programs for the Directorate which plans, collects, evaluates, collates, analyzes reports, disseminates, and reevaluates criminal intelligence for use by criminal investigators. Queries databases for intelligence data based upon identified parameters, retrieves pertinent data in appropriate output format, and disseminates for use in criminal investigative activities. Also conducts a wide range of analyses in database information and produces output which assists in detecting crime trends, identifying modus operandi, predicting potential criminal activity and targets, and provides statistical data for use in planning most effective use of investigative resources.

Serves as the focal point for all criminal intelligence activities within the area of responsibility. Prepares written and oral reports from information received from various investigative agencies or outside sources for distribution to other law enforcement elements. Combines all related information that has a bearing on a particular criminal activity or suspect. Analyzes data extracted from these sources in detail to further determine significant methods of operations and crime conducive conditions.

Conducts a final critique of investigations for criminal intelligence value. Ensures that necessary corrections and/or additions are provided if content or substance is deemed deficient. Makes authoritative determination concerning acquisition, maintenance, and release of criminal intelligence information, also responsible for periodic training sessions on the criminal intelligence program and related topics. Reads local, technical, and other publications, and identifies and disseminates information of interest to SIGAR.

Maintains liaison with federal, state, municipal, and other law enforcement agencies. Exchanges information of mutual interest within confines of policy to ensure rapport in areas of criminal investigation, crime prevention, and criminal intelligence efforts. Serves

on interagency Law Enforcement Working Groups and Task Forces concerning criminal intelligence.

Serves as the statistical data and validation technician for Investigations. Maintains and updates all data required for statistical analysis of crime trends and investigative case activity. Ensures the source of documents and case files are established and maintained on each applicable database. Advises the Supervisor on all issues relating to these matters.

### **Knowledge Requirements:**

Knowledge of the principles, concepts, methodologies and techniques of criminal intelligence and skill to apply this knowledge to a variety of difficult and complex work assignments.

Knowledge of the methods and techniques of fact-finding, analysis and skill application to identify problems and develop a plan of action to resolve causes and deficiencies.

Knowledge of sources of information and the methods and techniques used to extract, analyze, and target useful criminal intelligence data.

Skill in oral communications to establish and maintain work relationships with other law enforcement agencies.

Ability to maintain, and operate varied automated data collection and reporting systems.

### **Specialized Skills:**

Knowledge of banking transactions, international banking and international monetary movements, Bank Secrecy Act provisions and the ability to analyze complex financial records and transactions needed to produce summary reports.

Proficient in the use of various computer programs such as I2 Analyst Notebook, eDiscovery Databases, FinCen portal.

### **Key Requirement:**

Incumbent occupies a position that may be considered essential to support of the SIGAR mission. If your position is considered emergency essential, failure to remain in your position may result in separation for the efficiency of the Federal Service (Ch. 75, Title 5 USC; FPM Ch. 752).

Overseas travel will be required. In support of this travel, the incumbent would be required to meet minimum standards of fitness for deployment to the CENTCOM region to include the ability to wear personal protective equipment, including protective mask, ballistic helmet, body armor, and chemical/biological protective garments.

Form SF 312. This position requires the incumbent to complete a Form SF 312, Classified Information Nondisclosure Agreement.

The incumbent may be required to submit an Executive Branch Confidential Financial Disclosure Report.

This incumbent must be eligible for and be able to maintain a TOP SECRET clearance with SCI eligibility.

**Reemployment of Annuitants:**

Reemployed Annuitants may be eligible for appropriate pay rate for the position without a reduction in pay or of the annuity. As a result, the salary of the annuitant is not offset by the amount of the annuity received for the period of employment.

**Applicants should send a resume by email to [sigar.pentagon.m-s.mbx.jobs@mail.mil](mailto:sigar.pentagon.m-s.mbx.jobs@mail.mil) with “Investigative Analyst – Virginia” Announcement in the subject line.**