

CONFIDENTIAL INTELLIGENCE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is primarily specialized confidential technical work involving responsibility for activities related to the operations of the Intelligence Task Force. An incumbent in this position has access to highly sensitive information regarding the operations and future strategies of the unit; therefore maintaining strict confidentiality is a crucial component of this position. The work is distinguished from that of Confidential Aide to the Intelligence Task Force in the technical nature of the work, the complexity of the assignments, and the independence of decision-making in the in the completion of assignments. The work is performed under the general direction of the Intelligence Task Force unit supervisor and in accordance with the Rockland County Sheriff's policies and objectives regarding intelligence operations. Does related work as required.

TYPICAL WORK ACTIVITIES:

Acts as liaison with a variety of law enforcement agencies in order to gather and convey information needed for the development and execution of intelligence activities, as directed by a higher-level officer;

Gathers data regarding criminal activity related to intelligence operations using federal and New York State databases;

Implements procedures and processes for gathering intelligence information and makes recommendations regarding same;

Researches, assembles and coordinates meeting materials (e.g. charts, graphs, reports, statistics);

Prepares sensitive and confidential reports;

Develops systems for maintaining a variety of confidential records and files regarding intelligence operations (e.g. fiscal, personnel, evidence, surveillance, etc.);

Uses computer software and other automated applications (e.g. spreadsheets, word processing, email, database software, etc.) in the completion of assignments, including the recording of confidential data relative to intelligence operations;

May perform a variety of confidential special projects, as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the policies and objectives of the Intelligence Task Force*; good knowledge of general law enforcement terminology; good knowledge of federal and New York State criminal and intelligence databases*; ability to prepare and maintain confidential records for the Rockland County Intelligence Task Force*; ability to communicate effectively, both orally and in writing; ability to prepare structured reports; ability to use computer applications in the completion of assignments*; ability to establish and maintain cooperative relations with others.

MINIMUM QUALIFICATIONS:

1. Associate's degree or higher or equivalent college credits (minimum of 60 college credits) and one (1) year of non-routine clerical (i.e., position titles higher than entry-level), technical, or professional experience in a police or law enforcement agency or any law office; or
2. Graduation from high school or possession of an equivalency diploma and three (3) years of non-routine clerical (i.e., position titles higher than entry-level), technical, or professional experience in a police or law enforcement agency or any law office.

(over)

For positions within the Rockland County Sheriff's Department:

SPECIAL REQUIREMENT: Prior to an offer of appointment, a candidate must complete a background check which is favorably adjudicated. The background check will include DCJS, CJIS and FBI fingerprinting; a check of local law enforcement agencies where the employee has lived, worked and/or attended school within the last 5 years, and if applicable, of the appropriate agency for any identified results and verification of citizenship/residency. You will be required to pay for a processing fee for the fingerprinting.

*To be demonstrated during the probationary period.