



Central Florida HIDTA

High Intensity Drug Trafficking Area

610 Crescent Executive Court, Suite 300
Lake Mary, FL 32746
Phone (407) 585-2687
Fax (407) 585-2725

TITLE: HIDTA Criminal Intelligence Analyst – Independent Contractor

CLOSING DATE: July 1, 2022

LOCATION: Tampa, Florida. The incumbent will be assigned to the Drug Enforcement Administration (DEA) Office in Tampa, Florida. Teleworking may be authorized, at the discretion of the DEA supervisor.

HIRING SALARY RANGE: \$42,500.00 to \$45,000.00 *(based on experience)*

PURPOSE OF JOB:

To perform as criminal intelligence analyst, while assigned to a DEA-led HIDTA law enforcement initiative (task force) in Tampa, Florida. Although this position is funded by the Central Florida HIDTA (CFHIDTA) and will be administratively assigned to the CFHIDTA Investigative Support Center (ISC), under the supervision of the ISC Manager, the incumbent will report to an assigned DEA supervisor for daily work assignments relating to tactical, operational, and strategic analytical projects supporting the investigation of drug trafficking organizations (DTOs).

JOB DUTIES:

- Collect and receive information, conduct in-depth analysis of it, and apply results to produce tactical and strategic intelligence products in furtherance of federal criminal investigations.
- Provide direct analytical case support to an assigned HIDTA law enforcement initiative.
- Conduct link analysis, trend analysis, and social media exploitation and analysis while utilizing a variety of web-based analytical tools.
- Organize analytical findings, and prepare visual, written and oral reports and representations to investigators and initiative leadership.
- Attend required training and meetings as determined by the CFHIDTA ISC.
- Conduct special projects as assigned by DEA leadership

MINIMUM REQUIREMENTS:

- Strong interpersonal communication skills and the ability to work as part of a team and independently.
- Fluency in Microsoft Software applications such as Word, PowerPoint, and Excel.
- Strong research/data mining skills
- Ability to work under pressure
- Strong analytical skills with law enforcement or military training and experience

- Completion of or the ability to complete a recognized criminal or intelligence analyst training program
- Ability to obtain a “Secret” Security Clearance

PREFERRED:

- At least 5 years of analytical experience in law enforcement, the private sector or the military.
- Working knowledge of online analytical tools such as PLX, and Analyst Notebook.
- Bachelor’s Degree

The above description reflects the details considered necessary to describe the principal functions of the job and should not be construed as a detailed description of all the work requirements that may be performed on the job. This is a grant funded year to year contract position. Continuation of the position is contingent upon acceptable job performance and continued funding.

BENEFITS:

This is a salaried annual contract position. There are no “employee” benefits such as 401K, pension, Life or health Insurance, etc.

Qualified candidates must successfully complete a background and drug screen and have the ability to obtain and maintain a minimum of a Secret Security Clearance. The successful candidate must also complete and pass a panel interview.

HOW TO APPLY:

Submit cover letter and resume via email to Mr. Joe Lenczyk, ISC Manager, Central FL HIDTA, JLenczyk@CFHIDTA.org *or by mail:*

Central FL HIDTA
Attn: Joe Lenczyk
610 Crescent Executive Court, Suite 300
Lake Mary, FL 32746