



# ***High Intensity Drug Trafficking Area***

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## **Employment Opportunity Gulf Coast High Intensity Drug Trafficking Area Memphis, Tennessee**

**Closing Date: April 02, 2020**

### **Intelligence Research Specialist Contract Salary Range \$40,000 to \$55,000**

This position was established by the Executive Board of the Gulf Coast High Intensity Drug Trafficking Area (GC HIDTA). The person selected will be engaged as an independent contractor through the Jefferson Parish, Louisiana Sheriff's Office (JPSO). The hired party will be required to sign personal services contract with Jefferson Parish Sheriff's Office that will entitle the party to the salary of \$30,770 plus 30 percent, equivalent to \$40,000 per year. Funding for this position is contingent on an annually renewable federal grant from the Office of National Drug Control Policy. The position will be based in **Memphis, Tennessee**. The GC HIDTA will provide no relocation expenses.

Position related travel at government expense will be required.

Applicants will be required to travel to a GC HIDTA office at their own expense for an interview.

Employment will commence upon the issuance of a secret level security clearance by the Department of Homeland Security (DHS). When the clearance has been issued, an employment contract will be executed between the employee and the Gulf Coast HIDTA. This process may take as long as six to eight months to complete.

### **Position Summary**

This position performs functions targeted at the effective collection, analysis and dissemination of drug intelligence in support of investigations. The incumbent will be required to gather intelligence information, to identify conspiratorial relationships and to research complex projects in such areas drug cultivation and production, methods of transportation, trafficking routes and analysis of drug trafficking organizations. The Specialist will be required to develop and present information to case agents, supervisory personnel, U.S. Attorneys, grand juries and high level decision makers for use in criminal prosecutions, seizure and forfeiture of assets and to assist in policy decisions. Final research products will be presented in both written and oral formats.

### **Major Duties**

- Provide support to the Network Coordination Group by collecting, evaluating, organizing and disseminating drug intelligence.
- Enter, research and retrieve data from public source and investigative agency databases for program, management and investigative reports.
- Exercise sound reasoning utilizing established techniques to analyze data from a variety of sources to develop trends, patterns, profiles, estimates and assessments.
- Prepare detailed informational/intelligence products presenting research and analysis conducted in a final form to include written reports, graphic and oral presentations.
- Develop and recommend methods to solve analytical problems.
- Develop and maintain close liaison with Federal, state and local law enforcement agencies.
- Evaluate intelligence programs to determine deficiencies, intelligence gaps, critical problems, progress toward objectives, and need for revision.

### **Qualifications**

- Bachelors degree from an accredited college or university, or
- Associate Arts degree from an accredited community college with 2 years experience in related field, or
- 10 years experience may be substituted for a college degree.
- Ability to communicate effectively in written and verbal form.
- Knowledge of established information collection techniques and practices.
- Ability to use computer programs and databases to load, store, manipulate and analyze various forms of information.
- Knowledge and experience in researching, fact-finding and analysis in order to uncover, identify, define, correlate and develop investigative data.
- Ability to determine relevancy of data and to deduce reasonable investigative conclusions.
- Ability to work effectively in an interagency environment with federal, state and local law enforcement.
- Must be able to obtain appropriate security clearance and be subjected to a drug test and polygraph.

### **How to Apply:**

Forward resumes to Christopher Ortiz at 3838 N. Causeway Blvd., Suite 1900, Metairie, LA 70002 or e-mail to [ortizc@gchidta.org](mailto:ortizc@gchidta.org). Resumes should specifically address the items in this announcement. Selection will be made without regard to race, gender or national origin.