

Arizona High Intensity Drug Trafficking Area (HIDTA) Program
Criminal Intelligence Contract Analyst Position
Investigative Support Center

The Arizona High Intensity Drug Trafficking Area (HIDTA) is seeking a qualified candidate for a Criminal Intelligence Contract Analyst position in the Tucson Investigative Support Center (ISC) location. This position is a grant-funded position contingent upon annual HIDTA funding from the Office of National Drug Control Policy (ONDCP). This position will be responsible to the Arizona HIDTA ISC Manager.

Position Summary: The Criminal Intelligence Contract Analyst will provide strategic, tactical, and operational intelligence support to numerous multi-agency drug enforcement task forces. The candidate will be working primarily with the Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF) Field Division to focus on weapons trafficking and violent crimes as the result of firearms and other duties. The candidate must be capable of handling a wide range of intelligence and analytical related tasks in a fluid, law enforcement environment and in support of a dynamic intelligence program. The candidate must have strong critical thinking skills and demonstrate the ability to analyze information from various sources and develop conclusions. A proficient level of written and verbal communication skills, strong decision-making ability, and attention to detail are equally important. The candidate must be exceedingly well organized and flexible. The ability to interact with other analysts and investigators in a fast-paced environment, sometimes under pressure, while remaining proactive, resourceful, and efficient, with a high level of professionalism, team player mentality, and confidentiality, is crucial.

Essential Duties and Responsibilities:

- Perform criminal research and analysis in support of multi-agency criminal drug investigations.
- Collect, analyze, evaluate, produce, and disseminate tactical, operational, and strategic intelligence.
- Prepare written products pertaining to tactical, operational, and/or strategic intelligence.
- Prepare presentations and conduct briefings to supervisors, managers, investigators, and/or prosecutors concerning investigative, operational, and/or strategic intelligence.
- Use Federal, state, and local criminal systems and databases to research and evaluate drug organization members, drug and firearms trafficking activities, and investigative overlaps.
- Conduct communications analysis and prepare organizational, phone link, and timeline charts using various intelligence/investigative software applications.
- Monitor drug and firearms trafficking trends, identify emerging trends and officer safety issues, and prepare strategic intelligence assignments.
- Prepare and document analytical findings in investigative reports.
- Use investigative, analytical tools and word processing, graphics, and spreadsheet software to produce reports, presentations, and special projects.
- Complete special projects and perform other related analytical and research duties as required.
- Testify in criminal prosecutions as needed.
- Travel at Arizona HIDTA expense as needed.
- Work flexible hours as needed.

Knowledge, Skills and Abilities:

- Must meet requirements for a U.S. Government Secret Security clearance, including a polygraph.
- Work effectively in an interagency environment with Federal, state, local, and tribal law enforcement.
- Possess excellent written and verbal communications skills.
- Possess advanced critical thinking skills and decision-making abilities.
- Display strong analytical and research skills.
- Be familiar with social media platforms.
- Exercise sound judgment to carry out activities independently within guidelines.
- Exercise strong interpersonal skills and the ability to work well in a team environment.

Education/Experience:

- Bachelor's degree or equivalent experience in intelligence, law enforcement, and/or prosecutorial fields.
- Preference will be given to those with a Bachelor's degree, experience in intelligence, law enforcement, and/or prosecutorial fields.
- Fluent Spanish language capabilities preferred. Spanish proficiency will be confirmed.

Compensation:

This is a contract position renewable yearly based upon performance and program continuation. The compensation is \$79,969.70 annually with potential growth based on the availability of funding.

This contract position is Federally-funded, but the selected candidate will not be considered a Federal, state, or local agency employee for employment purposes. Healthcare and retirement benefits are not provided, and no taxes are withheld.

Application Process:

Submissions should include an application letter; resume specifically addressing the items within this announcement; the names, addresses, and telephone numbers of three references; and a writing sample. Applications must be submitted by email to DHorst@AZHIDTA.ORG or by U.S. mail to Arizona HIDTA ISC Manager, 5350 N. 48th Street, Suite 225, Chandler, AZ 85226.

Deadline to Apply:

Applications must be submitted by Friday, September 19, 2025. Applicants will be screened and only the most qualified candidates will be interviewed.