



Employment Opportunity

Title: Criminal Intelligence Analyst (Contractor)

Location: London, KY

Position Summary

The Appalachia High Intensity Drug Trafficking Area (HIDTA) is seeking a qualified candidate to fill the position of Criminal Intelligence Analyst, contractor, at the Investigative Support Center (ISC) in London, KY. This position is a grant-funded position contingent upon annual HIDTA funding from the Office of National Drug Control Policy (ONDCP). The selected candidate will serve under the direct supervision of the ISC Manager. This position provides direct tactical, operational, and strategic intelligence support to multi-agency drug enforcement task forces and other analytical duties as directed by AHIDTA executive leadership.

Duties and Responsibilities

- Independently gather, research, and analyze various case related data from federal, state, and local law enforcement agencies.
- Develop reports on a variety of investigative intelligence in support of ongoing criminal investigations.
- Conduct extensive research relating to narcotics trafficking, drug trends, and illicit drug organization activities.
- Independently research, prepare, edit and disseminate intelligence products such as trends, officer safety bulletins, incident bulletins, reports and presentations.
- Participate in collaborative projects with other members of the ISC.
- Review, select, evaluate and consolidate incoming intelligence data and related information and ensure that follow-up actions are initiated; collect additional data to fill intelligence gaps; disseminate action items to the responsible enforcement entities.
- Organize and display data and information in the form of diagrams, graphs and charts of major drug organizations; create timelines, link analysis charts and subject profile packets to support criminal investigations.
- Perform intelligence analysis utilizing administrative, strategic, operational, tactical, and intelligence analysis techniques.
- Conduct intelligence analysis of a highly confidential or sensitive nature. Handle requests requiring complex analysis in the form of telephone toll, association, timeline, mapping, or specialized reports by request.
- Establish and maintain working relationships with other law enforcement agencies and crime or intelligence analysts for the purposes of strategic information sharing.
- Perform other duties as assigned by ISC Manager, Deputy ISC Manager, or the Director and/or Deputy Director of AHIDTA.



Qualification Requirements

- Bachelor's degree or commensurate experience; prior experience as a Criminal Intelligence Analyst is highly preferred.
- Advanced computer skills and proficiency in the use of Microsoft Office applications to include PowerPoint, Word and Excel.
- Working knowledge of intelligence specific programs, software and databases preferred (i.e. Penlink; i2 Analyst's Notebook; ArcGIS; NCIC; Cellebrite/XRY/Gray Key; TLO/CLEAR; etc.).
- Proficiency utilizing law enforcement systems, software, and databases.
- Exceptional interpersonal skills and possess the ability to communicate effectively in writing.
- Prior experience producing written intelligence products and bulletins.
- Ability to prioritize given tasks and work efficiently towards task completion.
- Ability to collect, organize, and evaluate data and develop logical conclusions.

****Candidates will be required to undergo a skills assessment, as part of the selection process. ****

Compensation and Contract Term

This is a contract position renewable yearly based upon performance and program continuation. The compensation for this position will be paid at the equivalent of a GS-11, GS-10, or GS-09 pay rate based on the most current Federal GS Pay Scale in Kentucky – Rest of the United States locality adjustment.

The candidate may substitute education for one year of specialized experience. Only graduate level education such as Ph.D., J.D., M.S. or M.A. or equivalent will be considered for qualifying education.

Specialized experience for **GS-11**: More than three years of specialized experience in a role that meets the qualification requirements listed for this position.

Specialized experience for **GS-10**: Up to three years of specialized experience in a role that meets the qualification requirements listed for this position.

Specialized experience for **GS-09**: At least one year of specialized experience in a role that meets the qualification requirements listed for this position.

This position is Federally funded, but the selected candidate will not be considered a Federal, state, or local agency employee for employment purposes. Healthcare, retirement, and any other fringe benefits are not provided. In lieu of fringe benefits, the selected candidate will receive 30% of their GS base pay in addition to their base pay.



Conditions of Employment

All candidates must successfully complete a background check and be eligible to obtain at least a Secret security clearance.

The selected candidate must have their salary sent to a financial institution of your choice by Direct Deposit/Electronic Funds Transfer.

Submit to a preemployment drug test and be subject to random drug testing while you occupy the position.

Application Process

Submissions should include an application cover letter; resume specifically addressing the items within this announcement; and three professional references. Applications must be submitted by email to jobs@ahidta.org or by mail to Appalachia HIDTA, ISC Manager, 400 S. Main Street, 3rd Fl., London, KY 40741.

Deadline to Apply

All applicant packets must be received by close of business, October 15, 2025. Applicants will be screened and only the most qualified candidates will be interviewed.