

# EMPLOYMENT ADVERTISEMENT



**Western States Information Network®**  
1825 Bell Street, Suite 205  
Sacramento, CA 95825  
(800) 952-5258

*It is WSIN's objective to achieve a drug-free work place. All applicants for WSIN employment are expected to behave in accordance with this objective. The use of illegal drugs is inconsistent with WSIN policies.*

- POSITION TITLE:** Criminal Intelligence Specialist I (CIS I), Watch Center (swing or night shift).
- SALARY:** \$17.43 per hour, plus \$363 as monthly benefit allowance. The benefit allowance may be taken in cash in lieu of benefits. Employee will receive an additional .50 per hour for working the swing or night shift.
- LOCATION:** Sacramento, CA
- FINAL FILING DATE:** 11/30/17- Applications must be received or postmarked no later than the final filing date. Applications are available at <https://extranet.riss.net/public/71f3eee4-3f05-419a-8862-6933c976a462>. A 6-month candidate pool will be established for subsequent vacancies.

## DUTIES / RESPONSIBILITIES

WSIN is one of six Regional Information Sharing Systems (RISS) centers funded by Congress through the U.S. Department of Justice, Office of Justice Programs. The CIS I will be assigned to the Watch Center and will report directly to the Criminal Identification and Intelligence Supervisor. Employee serves at the pleasure of the Executive Director of WSIN.

The CIS in the Watch Center performs a broad range of duties including, but not limited to: collect information from a variety of sources; analyze, evaluate and correlate information pertaining to targeted criminal suspects; input and maintain intelligence information in a database; respond to inquiries from law enforcement agencies; query multiple law enforcement databases; prepare trend assessments and reports; post and monitor critical events in a deconfliction system; report information in both verbal and written form; articulate clearly and prepare correspondence and memorandums as necessary; may assist in training other criminal intelligence analysts; provides liaison to local, state and federal law enforcement agencies to ensure a continuing flow of information. The WSIN Watch Center is open 24 hours a day, 7 days a week, and 365 days a year.

## DESIRABLE QUALIFICATIONS

Knowledge of criminal intelligence techniques, procedures, and types of applicable crimes and laws. Ability to collect, analyze, and evaluate criminal intelligence and disseminate the result in both verbal and written form to law enforcement agencies. Ability to work independently, as well as in a group setting, prioritize and work well under pressure; must be detail oriented and able to multi-task in a fast paced environment; must be reliable and have an excellent attendance record; good computer skills, and familiarity with database management considered a plus. Must be able to establish and maintain effective working relationships with others. Must possess excellent customer service and communication skills (must enunciate clearly), both orally and in writing.

## WORKING CONDITIONS

- The workdays and hours will be determined upon hire and are subject to change.
- All shifts will be a straight shift and require an on-duty meal period.
- This position will work at least one weekend day and some holidays.
- **This position will have frequent interruptions and requires the ability to multi-task and pay attention to details.**
- Must be able to communicate and enunciate clearly, ask, understand and answer questions effectively, elicit helpful information, use independent judgment, and take appropriate actions at all times.



- Ability to sit, stand, bend, and get up and down frequently. Ability to operate a phone and computer for long periods. Ability to lift up to 20 pounds.
- Must be able to learn and successfully operate various computer applications related to WSIN duties.
- Must be willing to travel as needed, including by air.
- Must be willing to drive and possess a valid California driver license.
- Must be punctual and maintain consistent attendance.
- **Must successfully pass a peace officer level background investigation prior to employment (includes credit check, DMV, criminal history, fingerprints, etc.).**

## MINIMUM QUALIFICATIONS

All applications will be reviewed to verify that they meet the minimum qualifications stated in this section. To be considered the application must clearly show the following experience:

### CIS I:

- Two years of experience performing criminal intelligence-related duties in a governmental law enforcement agency;

### OR

- Equivalent to completion of two years of college (60 units completed), preferably with a Criminal Justice focus.  
**Unofficial copies of college degree or transcripts must be included with the application.**

## SALARY

\$17.43 per hour plus a \$363 monthly benefit allowance (may be taken in cash in lieu of benefits). Positions on the swing or night shift also receive \$.50 per hour as shift differential. Reimbursement will be provided for all work related travel. Employment will be at-will and based on the availability of funding. This salary represents the first step in a 5-step salary range. All step increases are based on merit and are dependent upon availability of funding. Position is paid semi-monthly on the 5<sup>th</sup> and 20<sup>th</sup>.

## HOW TO APPLY

WSIN Employment Applications (WSIN 100) are available at <https://extranet.riss.net/public/71f3eee4-3f05-419a-8862-6933c976a462> or by email request to [revans@wsin.riss.net](mailto:revans@wsin.riss.net). Applications can be submitted online using the Submit by Email button at the top of the application (save the file to your computer) or can be printed and mailed to the address listed below.

**Applications will be reviewed to determine whether the applicant meets the minimum qualification and whether or not they are competitive with other applicants. Only the most qualified candidates will be interviewed. No telephonic or web-based interviews will be held.**

The application may also be mailed or hand delivered to:

Western States Information Network

Attn: Wayne Noyes

1825 Bell Street, Suite 205

Sacramento, CA 95825

**EMPLOYMENT APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY November 30, 2017**

**For questions, contact Wayne Noyes at (916) 263-2544 or by email at [wnoyes@wsin.riss.net](mailto:wnoyes@wsin.riss.net).**

*WSIN is committed to providing equal opportunity to all regardless of race, color, sex (including breast feeding and related medical conditions), religion, marital status, age, national origin or ancestry, citizenship status, uniform service member status, pregnancy, physical or mental disability, protected medical conditions, genetic information, gender identity, gender expression, sexual orientation, or any other consideration made unlawful by federal, state, or local laws.*