



## POSITION ANNOUNCEMENT

### *Intelligence Specialist*

ROCIC announces an opening for the position of Intelligence Specialist. ROCIC offers an excellent benefit package, including medical, vision and dental insurance, a 403(b) retirement program, and life and disability insurance. This is a non-exempt position.

#### **ROCIC is a Qualifying Employer for the Public Service Loan Forgiveness Program**

Annual Salary: \$55,328 - ROCIC Salary Table GS 8,1

#### **QUALIFICATIONS:**

Education – Bachelor's degree from an accredited college or university with a major in Criminal Justice Administration or research related discipline OR completion of 60 credit hours from an accredited college or university PLUS 10 years of law enforcement experience serving in a sworn or analyst capacity.

Experience – Two years' work experience. Experience in a law enforcement intelligence unit is preferred.

Skills – Ability to work in a fast-paced and high-volume environment. Possess a strong work ethic, good interpersonal communication skills, the ability to multi-task, and strong detail orientation. Must be fluent in the use of the Internet, Microsoft Office Suite tools and able to learn, comprehend, and utilize other technology and law enforcement databases.

#### **DUTIES:**

Processes inquiries and requests for information and assistance received through approved systems, email or by telephone from member agencies and other RISS Centers in accordance with 28 Code of Federal Regulations (CFR), Part 23 and the established policies and procedures of ROCIC.

Conducts research to fill identified information gaps and produce investigative leads. Gathers and evaluates information from diverse sources, including law enforcement databases, intelligence networks, open-source resources, and additional approved systems and develops and disseminates intelligence reports.

Accurately documents, properly files and maintains confidential information contained in appropriate systems; updates and purges information periodically to ensure all ROCIC intelligence information complies with 28 CFR, Part 23 guidelines and is useful for law enforcement purposes.

Assists member agencies in establishing contacts with other member agencies concerning similar facts or cases and in obtaining information from other RISS Centers.

Monitors and serves as backup personnel for deconfliction system.

Assists ROCIC Analysts by intelligence gathering to help create Analytical products. Travels as necessary.

Assists in accomplishing the goals and objectives of ROCIC and any other duties or projects assigned by the Criminal Intelligence Unit Manager.

**Candidate will be subject to:**

- Drug Testing
- Extensive Background Investigation
- Law Enforcement sensitive and potentially graphic or offensive material

ROCIC is an organization composed of criminal justice agencies in the southern United States working together to combat multi-jurisdictional criminal activities.

Position is located in Nashville, TN – ROCIC will not pay relocation expenses.

**ROCIC is an equal opportunity employer.**

**Interested candidates should submit a letter of intent and resume to [humanresources@rocic.riss.net](mailto:humanresources@rocic.riss.net) or mail directly to:**

**ROCIC  
Attn: Cristal Pierceall  
545 Marriott Drive, Ste 850  
Nashville, TN 37214**