

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 workplace. 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), swing or night shift and through attrition can move to other shifts (non-telework).
- SALARY:** \$18.30 per hour; plus 17% as a monthly benefit allowance. The benefit allowance may be taken in cash in lieu of benefits. Employee will receive an additional .50 cents per hour for working on the swing or night shift.
- LOCATION:** Sacramento, CA
- FINAL FILING DATE:** May 25, 2022 - 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

The Western States Information Network (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 Watch Center Supervisor. Employment is at-will and serves at the discretion of the Executive Director of WSIN.

The CIS I 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; post and monitor critical events in a deconfliction system; receive, organize, analyze, confirm, and disseminate threats made via social media platforms and/or via threat reporting sources; 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.**
- Work is performed in an open-office environment with noise from ringing phones, foot traffic, printers, and other office equipment and conversations.



- Must be able to communicate and enunciate clearly; ask, understand, and answer questions effectively; elicit helpful information; and use independent judgment, and take appropriate actions at all times.
- Ability to sit, stand, bend, and get up and down frequently. Ability to lift up to 20 pounds.
- Ability to operate a phone and computer for long periods.
- Must be able to learn and successfully operate various computer applications related to WSIN duties.
- Must be willing to travel occasionally as needed, including by air.
- Must be willing to drive; possess and maintain a valid driver's license.
- Must be punctual and maintain consistent attendance.
- **Must successfully pass a peace officer-level background investigation prior to employment (including credit check, DMV, criminal history, fingerprints, etc.).**

MINIMUM QUALIFICATIONS

To be considered for the position, all applicants must meet the following requirements:

- 1) U.S. Citizenship
- 2) High school diploma or equivalent
- 3) Two years of verifiable experience and/or education in one of the following:
 - a. Criminal intelligence-related duties in a governmental law enforcement agency as described in the Duties/Responsibilities section, **or**
 - b. College/higher education (60 semester units or 90 quarter units) preferably with a criminal justice or closely related focus, **or**
 - c. Combination of both a. and b.

Unofficial copies of diploma, college transcripts or degree must be included with the application.

SALARY

\$18.30 per hour; plus, a 17% monthly benefit allowance. Benefit allowance may be taken in cash in lieu of benefits. Reimbursement will be provided for any work-related travel. Employment will be at-will and based on the availability of funding. This salary represents the first step in a five-step salary range. All step increases, if applicable are based on merit and are dependent upon availability of funding. Position is paid semi-monthly on the 5th and 20th.

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. Applications can be submitted online using the Submit by Email button at the top of the application or by saving the application and attaching it to an email.

Applications will be reviewed by WSIN to determine whether the applicant meets the minimum qualifications 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: WSIN Personnel
1825 Bell Street, Suite 205
Sacramento, CA 95825

EMPLOYMENT APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY May 25, 2022
Questions should be directed to Lisa McCurdy at (916) 263-1185 or by email at lmccurdy@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.