

# WATERFRONT COMMISSION OF NY HARBOR



The Waterfront Commission of New York Harbor is seeking a full-time Intelligence Analyst to join its Intelligence Division located in downtown New York City.

The Waterfront Commission was created by an act of Congress in 1953 and its statutory mission is to investigate, deter, combat and remedy organized criminal activity and racketeering influence in the Port of New York – New Jersey and to ensure fair hiring and employment practices so that the Port and region can grow and prosper.

Interested candidates should submit a cover letter and resume to Daniel Ramirez, Director of Intelligence, via either mail (39 Broadway, 4th Floor, New York, NY 10006) or email ([dramirez@wcnh.org](mailto:dramirez@wcnh.org)) no later than September 30th.

<b><u>Division:</u></b> Intelligence		
<b><u>Location:</u></b> NYO (with travel as needed)		
<b><u>Job Title:</u></b> Intelligence Analyst		
<b><u>Supervisor:</u></b> Director of Intelligence		
<b><u>Bargaining Unit:</u></b> N/A		
<b><u>Level/Grade:</u></b> N/A	<b><u>Type of Position:</u></b> Full time	<b><u>Hours:</u></b> 37.50/week
<b><u>JOB FUNCTIONS</u></b>		
<ul style="list-style-type: none"> <li>• <b><u>Research</u></b> – Conduct primary investigative research and data mining.                             <ul style="list-style-type: none"> <li>○ Compile and evaluate information from a variety of open and confidential sources.</li> <li>○ Conduct background research on suspect criminals and business entities.</li> <li>○ Receive, manage, track and answer requests for information from Commission personnel.</li> <li>○ Establish and maintain centralized internal intelligence databases and photographic archives.</li> <li>○ Monitor news and other media sources for information related to organized crime within the Commission’s jurisdiction.</li> </ul> </li>   <li>• <b><u>Analytical</u></b> – Implement all phases of the intelligence cycle.                             <ul style="list-style-type: none"> <li>○ Identify and evaluate data for analysis and dissemination.</li> <li>○ Perform telephone record and call chain analysis.</li> </ul> </li> </ul>		

- Determine criminal associations and patterns of criminal activity relating to organized crime and racketeering.
- Prepare, deliver and present finished intelligence reports, products and briefings to Commission personnel.
- Maintain liaison with external intelligence and law enforcement agencies; represent the Intelligence Division among external law enforcement and intelligence agencies when directed.
- Technical – Utilize and maintain proficiency with emerging information technology and intelligence programs and software.
  - Attend relevant training.
  - Maintain knowledge of public, commercial and confidential databases and cost-effective research techniques.
- Other Duties – Perform all other duties as may be required by the Commission.

#### **WORK EXPERIENCE REQUIREMENTS**

- One year of experience as an entry-level intelligence professional at a federal or state law enforcement agency or military organization.

#### **EDUCATIONAL REQUIREMENTS**

- B.S. in Criminal Justice or related field; advanced degree preferred.
- Basic coursework in intelligence disciplines.

#### **COMPUTER SKILLS REQUIRED**

- Must be proficient with public, commercial and confidential databases, i.e., Lexis Nexis, Accurint, CP Clear, PACER, and Courtlink.
- Must be proficient with analytical tools, i.e., Photo Evidence Pro and Analyst Notebook.
- Must be proficient with Microsoft Word suite applications.

#### **OTHER SKILLS REQUIRED**

- N/A

Dated: January 1, 2010