

## Field Information Analyst - Los Angeles, CA and Houston, TX

Posted	5/7/2007
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Department	Strategic & Tactical Information Dept. Headquarters/Des Plaines, IL 1 Position is located in Los Angeles, CA 1 Position is located in Houston, TX Salary Range: \$45,423 - \$77,342
Summary	The incumbent must fully utilize the NICB Knowledge Management Program to generate accurate and meaningful intelligence disseminations, which enable NICB staff, law enforcement agencies and member companies to make better decisions based on the information disseminated. The incumbent's tenure, experience and expertise provide NICB with a professional representative liaison to our member companies.
Required Qualifications	Two year of college in a research-oriented field such as psychology, sociology, criminal justice, economics and five years' experience of analytical or investigative nature  Possess strong analytical and deductive reasoning skills  Above average to excellent communication skills (Oral and written)  Advanced knowledge of software applications utilized by department  Working knowledge of analytical software applications  Ability to work independently and in a team environment under tight deadlines  Flexibility to rapidly adapt to change  Exhibit a high degree of confidentiality and responsibility, including working knowledge of Federal Rule of Criminal Procedures  Excellent interpersonal skills

	<p>High level of organization and task-management skills</p> <p>Ability to interface successfully with a wide variety of contacts</p> <p>Capacity to travel</p>
<p><b>Preferred Qualifications</b></p>	<p>Preferred four year college degree</p>
<p><b>Responsibilities</b></p>	<p>Operates with minimal supervision and guidance</p> <p>Works closely with Area Personnel</p> <p>Manages information that includes not only the direct collection of information to support of NICB four core functions but also the coordination of the collection efforts of all personnel assigned to the area\Review of Special Agent reports for the purpose of capturing items of specific intelligence value</p> <p>Approving and setting security on report</p> <p>Attend industry and law enforcement meeting to facilitate information exchange</p> <p>Populate NICap</p> <p>Collect information in support of STI strategic projects</p> <p>The incumbent utilizes his/her training in analytical methodologies and technological skills to detect area specific trends and patterns of activity that indicate potential fraud, prepares reports documenting correlations and disseminates request for additional information to appropriate contacts in a timely manner</p> <p>Perform as an on-the-job trainer for new analysts</p> <p>Evaluates, trains on, assists in the development of new software applications</p> <p>Market STI products to member companies in assigned area</p> <p>Create monthly area e-mail to member companies</p> <p>Responsible for developing, managing, documenting and utilizing professional relationships</p> <p>Produce case assessment reports when analytical support is requested in area</p> <p>Broaden and expand professional and technical capabilities</p>

Develops and maintains a working knowledge of all NICB's products and services

In addition to performing assigned tasks, the incumbent is expected to regularly develop self-initiated inquiries related to insurance fraud and/or other issues that could have impact upon the insurance industry and NICB

The incumbent could be assigned other duties to meet department goals and objectives