FORSYTH COUNTY, GEORGIA
CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: CRIMINAL INVESTIGATIONS ANALYST

PURPOSE OF CLASSIFICATION

The purpose of this classification is to research, assemble, analyze, and interpret raw intelligence from multiple sources to identify criminal trends, support investigations, and provide specialized analytical and technical support.

ESSENTIAL FUNCTIONS

The following duties are representative of the position and are not intended to be an exhaustive list. Additional duties may be assigned as necessary.

Applies advanced technical and analytical skills to collect, research, and evaluate complex data in support of criminal investigations and sensitive projects..

Utilizes social media and open-source platforms to identify criminal activity, track trends, and develop actionable intelligence related to individuals, organizations, and emerging threats.

Detects and analyzes new and evolving methods of communication and technology used in criminal activity, including mobile applications, encrypted communication, internet-based tools, and the dark web.

Identifies and maps organizational hierarchies within criminal enterprises to assist investigators in prioritizing investigative focus and resource allocation.

Develops visual intelligence products—such as charts, timelines, maps, and link analyses to support investigators, prosecutors, and juries in understanding case relationships and structures.

Prepares and disseminates intelligence bulletins and strategic reports to internal personnel and partner agencies.

Participates in interviews with suspects, witnesses, and informants; prepares detailed analytical summaries and reports of findings.

Provides real-time support to deputies and investigators, including live tracking, license plate analysis, and other data-driven operational assistance.

Operates and manages various analytical and investigative software systems including but not limited to Microsoft Office Suite, Pen-Link, i2 Analyst Notebook.

Coordinates with local, state, and federal partners for information-sharing and collaborative crime analysis efforts.

Prepares and delivers presentations and briefings to internal command staff, elected officials, and external agencies.

Maintains strong communication across organization to collect and exchange investigative intelligence and ensure consistency in data-driven policing efforts.

Documents investigative activity through supplemental reports as required.

Conducts threat analysis to identify, assess, and communicate intelligence gaps and emerging threats in real time.

May be required to testify in court regarding analytical findings and intelligence processes.

Conducts financial and transactional analysis to identify irregularities and summarize complex financial data.

Must successfully complete and maintain required GCIC/NCIC certifications.

DESIRABLE SKILLS, KNOWLEDGE, AND EXPERIENCE

Strong knowledge of digital media technologies, file systems, computer hardware/software, and mobile device applications. Familiarity with digital forensic data acquisition, internet browsers, email systems, and basic networking concepts. Proficiency with Microsoft Office applications and analytical tools (e.g., i2, Cellbrite, Pen-Link, Clearview AI).

Ability to communicate clearly and effectively, both verbally and in writing.

Exceptional organizational skills with the ability to manage multiple priorities independently.

Problem-solving skills in identifying and resolving hardware, software, and analytical challenges.

ADDITIONAL FUNCTIONS

Classified as a Safety-Sensitive Position, subject to random drug and alcohol testing per Forsyth County policy.

Provides technical assistance to investigators regarding digital evidence, search warrants, and analytical tools.

Assists with administrative duties such as answering phones, data entry, file management, and preparing digital evidence. May be assigned to the Real Time Crime Center to assist with other duties.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Bachelor's degree in Criminal Justice, Mathematics, Computer Science, Business Administration, Statistics, Behavioral Science, Geographic Information Systems (GIS), or a related field. One (1) to two (2) years of relevant analytical or law enforcement experience; or an equivalent combination of education, training, and experience sufficient to perform the essential duties.

-    Must successfully pass a comprehensive background investigation and polygraph examination.

-    Must be at least 18 years of age.

-    Must possess and maintain a valid Georgia driver's license.

PERFORMANCE APTITUDES

Specific Knowledge, Skills, and Abilities:
Ability to compile, interpret, and analyze data effectively; understand and apply policies and procedures; and communicate findings clearly to various audiences.

Data Utilization:
Ability to classify, categorize, prioritize, and analyze complex datasets; interpret interactive effects and relationships; and apply established analytical standards.

Human Interaction:
Ability to use persuasive communication and coordination to influence decision-making, facilitate teamwork, and promote investigative efficiency.

Equipment and Software Utilization:
Proficiency in operating forensic, analytical, and mapping tools such as Cellbrite Physical Analyzer, LeadsOnline, CellHawk, Pen-Link, and similar platforms.

Verbal and Written Communication:
Strong presentation and writing skills, capable of producing concise and coherent analytical reports and delivering findings to large audiences.

Mathematical and Analytical Reasoning:
Ability to apply statistical and quantitative reasoning to identify patterns, probabilities, and relationships within datasets.

Functional Reasoning:
Ability to apply sound judgment and critical thinking to solve problems, adapt methods, and meet evolving investigative objectives in a dynamic environment.

Situational Reasoning:
Capacity to exercise decisiveness and creativity in evaluating intelligence data and making informed recommendations.

ADA COMPLIANCE

Physical Requirements:
Tasks involve light physical effort, primarily in a sedentary role, though some lifting (5–20 lbs.) may be required. Extended computer and desk work is common.

Sensory Requirements:
Tasks may require distinguishing between colors, sounds, and visual cues, and involve frequent oral communication.

Environmental Factors:
Work is typically performed in an office environment but may occasionally involve exposure to adverse conditions such as weather, dust, fumes, or noise during field operations.

EQUAL EMPLOYMENT STATEMENT

Forsyth County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.