

**Description:**

Analyst/Junior Analyst is assigned to the Security Intelligence Operations and is responsible for providing protective intelligence to clients and supporting field operations. Primary responsibility is to detect, research and assess threats. All duties will be in accordance with company policies, procedures and Virginia State law.

**Duties for Analyst are as follows but are not limited to:**

- Conduct cyber surveillance and counter surveillance
- Gather protective intelligence
- Conduct threat assessments based on OSINT
- Compose and present intelligence briefs
- Give detailed operation briefs as needed
- Compose analytical reports
- Submit detailed daily reports
- Monitor online OSINT sources
- Complete other miscellaneous assignments, as needed

**Skills:**

- Candidate will need to work with minimal supervision
- Possess a high level of integrity and ethical standards
- Candidate will have excellent verbal and written communication skills
- Candidate will need to follow direction as well as make sound decisions without direction
- Candidate will be proficient with a handgun – all training provided
- Candidate may need to pass a physical fitness test
- Must be willing to train on their own as well as with a team for professional development
- Job may require standing, sitting, and moving for extended periods of time
- Individual may be required to travel less than 5% of the time
- Must be able to obtain all DJCS certifications needed – all training provided as necessary
- Must pass a criminal background check

**Experience:**

Bachelor's degree required, preferably in Criminal Justice or Intelligence Studies. Minimum 1-year experience, preferred two to three years' work experience in criminal justice, analytical or report writing position. Graduate Degree a plus. Must be proficient in the use of Microsoft products – Word, Excel, PowerPoint and SharePoint.

Job Type: Full-time