



# Example of Analyst, Intelligence Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of analyst, intelligence. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for analyst, intelligence

- Prepare basic descriptive, current reportorial, and/or speculative intelligence reports
- Provide subject matter expertise, make recommendations on controversial matters
- Work in groups/teams on special projects to accomplish program goals
- May monitor projects or serve on committees
- Communicate via telephone, Lync and/or e-mail with high-level officials throughout the agency and District offices, other contract affiliates
- Represent the agency with outside intelligence sources and law enforcement agencies
- Ability to learn and utilize law enforcement and public databases
- Ability to travel within the continental United States in connection with USMS duties
- Procurement duties will include creation of purchase order requests and managing, tracking, and documenting that entire process from beginning to end
- Interaction with customers on a daily basis in order to obtain a clear understanding of customer needs for specific technical requirements

## Qualifications for analyst, intelligence

- Experience with preparing and presenting intelligence assessment briefs
- Level managers within the intelligence community (IC)

- Source intelligence products focused on tactical and national users on topics of intelligence interest
- Intelligence discipline portfolio that spans all controlled access programs and certain Alternative Compensatory Control Measures (ACCMs) and Special Access Programs (SAPs)