



Intelligence Analyst - Genealogist

The Idaho State Police Forensic Services (ISPFS) is seeking a self-motivated individual to provide research and intelligence support for the ISPFS Sexual Assault Kit Initiative (SAKI) program. The Genealogist position will use publicly available genealogy databases and their research expertise to help SAKI investigators solve cold case crimes in Idaho. ISPFS is currently working with law enforcement agencies throughout Idaho to solve homicide and sexual assault cases using these techniques. The Genealogist position will be heavily involved in these investigations by building out family trees, searching historical records, and developing investigative leads for the team.

This is a contract position with funding for at least three-years under the grant. ISPFS intends to write for additional grant funding in support of this position. The position includes a yearly evaluation.

Successful applicants will be required to complete a background investigation. Please review [ISP Employment Disqualifiers](#) and the [ISP Drug Policy](#).

EXAMPLE OF DUTIES:

- Perform Genealogist research for the ISPFS SAKI team;
- Study family ancestry to trace kinship, lineage, and history in support for cold cases such as homicide, sexual assault, missing persons, and unidentified human remains;
- Conduct targeted, efficient, and reasonably exhaustive genealogical research, utilizing both online databases and offline repositories, to reconstruct or extend family trees;
- Organize completed research findings and numbered document exhibits into a cohesive package that is accurate and complete;
- Prepare bi-weekly information briefs, periodic written intelligence bulletins and periodic intelligence assessments to the SAKI team leadership;
- Provide training to law enforcement related to genealogical processes and analytical products;
- Conduct liaison with Idaho law enforcement agencies as directed by SAKI leadership to assist in the sharing of genealogical intelligence;
- Disseminate genealogical information as directed by SAKI leadership to Federal, State, and local law enforcement agencies;

- May be called to testify in court or administrative hearings;
- Other duties as assigned;

MINIMUM QUALIFICATIONS:

- 3+ years of experience as a professional genealogist performing research for paying clients;
- Advanced genealogical expertise with broad understanding of research methodology and research strategies;
- Knowledge of records that provide direct or indirect evidence to establish familiar relationships;
- Ability to multi-task and work on several projects at once and confidence in ability to stay on top of pending tasks for each;
- Knowledge of lineage society resources that document approved lines to quickly vet projects as viable;
- Experience researching and writing reports;
- Experience entering and retrieving data in a computer records system;
- Valid driver's license.

Benefits:

This is a contract position providing a starting hourly wage of \$27.00 for up to 40 hours a week for a self-employed contractor. This position allows for in-person employment at the ISPFS headquarters in Meridian, Idaho, or a hybrid work schedule with both in-person and telework opportunities. A benefits package is not provided with this position.

EEO/ADA/Veteran:

The State of Idaho is committed to providing equal employment opportunities and prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, political affiliation or belief, sex, national origin, genetics, or any other status protected under applicable federal, state, or local laws.

The State of Idaho is committed to access and reasonable accommodations for individuals with disabilities, auxiliary aids and services are available upon request. If you require an accommodation at any step in our recruitment process, you are encouraged to contact (208) 334-2263 (TTY/TTD: 711), or email ada.coordinator@thr.idaho.gov.

Preference may be given to veterans who qualify under state and federal laws and regulations.

Application Process:

Please visit the [job application form](https://forms.gle/1UYTfiVwu4pETVHK7) (https://forms.gle/1UYTfiVwu4pETVHK7). Applications for this position must be submitted by **March 15, 2024**.