



2000 Forest Ridge Drive, Bedford Texas 76021

www.bedfordtx.gov (817) 952-2100

Open: September 23, 2011

Closed: Until Filled

JOB POSTING

Crime Analyst

Full Time

Monthly Salary: \$2,950

JOB SUMMARY:

Organizes, analyzes and summarizes recent criminal and/or statistical information from various sources into a clear, concise written format. Disseminates criminal information to appropriate police personnel to assist in the prevention and detection of criminal activity. Provides statistical information, (including mapping), to Patrol Lieutenants on crime patterns and trends for deployment purposes.

MINIMUM QUALIFICATIONS:

- Associate's degree (A.A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.
- Must possess a valid Texas Driver's License
- Demonstrated knowledge of current computer software applications (Access, Excel, Word, etc.).
- Minimum keyboarding speed of 45 wpm.
- Desired: working knowledge of the New World Records Management System and CAD system.
- Desired: specialized training in collecting, analyzing and dissemination of crime related information.

SKILLS AND EXPERIENCE:

- Demonstrated ability to communicate effectively with City employees, other agencies and the public.
- Demonstrated ability to understand and follow oral and written instructions to coordinate multiple assignments and tasks.
- Ability to work independently with little supervision.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

TO APPLY:

Applications are available online (www.bedfordtx.gov), Law Enforcement Center, 2121 L. Don Dodson, Bedford. TX 76021 or at City Hall, 2000 Forest Ridge, Bedford, TX, 76021

Equal Opportunity/Affirmative Action Employer