



2000 Forest Ridge Drive, Bedford Texas 76021  
[www.bedfordtx.gov](http://www.bedfordtx.gov) (817) 952-2100

Open: September 26, 2014  
Close: When Filled

**JOB POSTING**  
**Crime Free Multi-Housing Officer**  
**Full Time**  
**Monthly Salary: \$3,415**

**JOB SUMMARY:**

Works closely with apartment managers and the Bedford Apartment Manager's Association (B.A.M.A.) to coordinate information sharing relating to (a) apartment complex criminal activity and (b) tenant criminal conduct affecting the safety and welfare of the community. Works closely with Code Compliance and Building Inspections to ensure apartment complex compliance with applicable City of Bedford housing standards. Works closely with the Repeat Victimization Unit regarding "hoarding" cases (health and sanitation concerns) and those persons living in apartment complexes who are subject to repeat victimization.

**MINIMUM QUALIFICATIONS:**

- Must possess a valid Texas Driver's License.
- Must possess a High School Diploma or GED.
- Must be at least 21 years of age.
- Desired: Crime Prevention certification.
- Desired: Certified Apartment Manager (CAM) certification or equivalent.

**SKILLS AND EXPERIENCE:**

- Demonstrated knowledge of current computer software applications (Access, Excel, Word, etc.).
- Must be able to occasionally lift and/or move 10 to 50 pounds.
- Demonstrated ability to communicate effectively with apartment community management staff, other law enforcement agencies and the public.
- Minimum keyboarding skills of 30 wpm.
- Ability to work independently with little supervision.

**TO APPLY:**

**Online applications will not be accepted for this position.** Please print and complete the application with attached Application Addendum provided at [www.bedfordtx.gov/hr](http://www.bedfordtx.gov/hr) or pick up an application and Application Addendum from the Bedford Law Enforcement Center at 2121 L. Don Dodson Dr. or Human Resources at 2000 Forest Ridge Dr. in Building B.

*The City of Bedford is an Equal Opportunity/ Affirmative Action Employer*