



**JOB POSTING**

Applications Accepted  
Until Filled

**Position:** Crime Analyst  
**Department:** Police  
**Employee Category:** Full-Time  
**Hourly Salary:** \$18.41  
**Work Schedule:** Monday – Friday from 7:00AM – 4:00PM  
**To Apply:** Applications available to fill out and print online [click here](#) or go to our website [www.bedfordtx.gov/hr](http://www.bedfordtx.gov/hr). Please deliver or mail to Bedford Police Department: Recruiting – 2121 L. Don Dodson Drive.

**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 on crime patterns and trends for deployment purposes.

**MINIMUM QUALIFICATIONS:**

- Associate Degree or equivalent from two-year college or technical school; or 6 months to 1 year related experience and/or training; or equivalent combination of education and experience.
- A valid Texas Driver's License.
- 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:**

- Ability to communicate effectively with City employees, other agencies, and the public.
- 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.