EMPLOYMENT NOTICE

The City of Manor is seeking a qualified applicant for the position of Crime Analyst.

Under general supervision, performs crime and intelligence analysis for reporting and presenting crime information, statistical trends, and criminal intelligence in support of the Police Department. Supports criminal investigations by collecting and processing a wide variety of data and enhances the public by assessing threats and vulnerabilities across the jurisdiction. Performs all duties using independent judgment and maintains high security and confidentiality.

Essential Functions:
NOTE: Regular attendance is considered an Essential Function for this position
Essential Functions may include, but are not limited to, the following:
- Evaluate information, select essential elements, and correlate new information with existing information. Analyze findings, interpret, and write comprehensive reports based on these data.
- Performs tactical crime and intelligence analysis to support investigations and patrol efforts. Works as part of a team with other analysts, sworn personnel, and personnel from other agencies to provide analytical assistance, collect and disseminate intelligence, and share resources.
- Thinks critically, questions assumptions, and avoids bias concerning sources, research methods, and document creation.
- Develops various analytical products and facilitates the transfer of information between local, state, and federal agencies.
- Uses a variety of software applications and resources – most at an intermediate level.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality, seamless customer service.

Education/Experience:
- Four (4) years of experience as a crime analyst or intelligence analyst working for a local, state, or federal law enforcement agency.
  OR
- An associate degree (or higher) in a non-specified field plus two (2) years of the required experience will meet the education and experience requirements.
  OR
- Graduation from an accredited four-year college or university with major course work in Criminal Justice, Social Science, or in a related field with 1-year experience as a crime analyst or intelligence analyst working for a local, state, or federal law enforcement agency

Other Requirements:
- Valid Texas Class C driver's license.
- Ability to pass a background investigation. It may be required to obtain a federal secret security clearance.
- Preferred Certification by the International Association of Crime Analysts or the International Association of Law Enforcement Intelligence Analysts.

Knowledge, Skills, and Abilities
- Knowledge of principles and techniques of crime analysis and data analysis.
- Ability to conduct statistical analysis using a computer and applicable software.
- Ability to collect, analyze, interpret, and effectively report any intelligence obtained from the analysis.
- Must be organized, flexible, and able to effectively prioritize in a multi-demand and constantly changing environment; able to meet multiple and sometimes conflicting deadlines without sacrificing accuracy, timeliness, or professionalism.
- Must construct and deliver clear, concise, and professional presentations to various audiences and individuals. Ability to work in close liaison with other law enforcement agencies.
- Knowledge of general municipal police operations, City and Departmental Policies and Procedures, all appropriate laws, city ordinances, use and care of city equipment, and contemporary police technologies, methods, and practices.
- General office knowledge and skills, including but not limited to contemporary computer skills in word processing, data collection systems and related software, spreadsheets, and specialized programs utilized by the department.

Applicant Process:
All applicants must submit a City of Manor application for employment and a personal history background packet to the police department at 402 W Parsons St. Manor, TX 78653, or email joinmpd@manortx.gov.
The City of Manor is committed to compliance with the American Disabilities Act & Accommodations Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please contact the Human Resources Department at (512) 272-5555.

THE CITY OF MANOR IS AN EQUAL-OPPORTUNITY EMPLOYER
Location: Manor, Texas
Job Status: Full Time
Salary: DOQ $26.53- $28.57
Schedule: Monday- Friday
Job Close Date: Open until filled.