

# Senior Crime Analyst

City of San Antonio San Antonio ,TX

- Posted: August 31, 2020
- Full-Time

## Job Summary

Under general supervision, is responsible for performing the systematic and analytical process of data collection to provide pertinent information relative to crime patterns and trend correlations. Exercises no supervision.

This position is a "grant funded" position and has no disciplinary appeal rights to the Municipal Civil Service Commission. This position is likewise subject at-will employment status and can be terminated at any time for any reason.

This position may require occasional travel for training courses and intelligence meetings.

## Essential Job Functions

- Obtains incident and offense reports of crimes in assigned area.
- Updates police files.
- Conducts crime searches of potential crime targets.
- Tracks major crimes in assigned area.
- Creates 'Crime Analysis Daily Bulletin.
- Conducts criminal history searches.
- Prepares reports.
- Performs related duties and fulfills responsibilities as required.

## Job Requirements

- Two (2) years of college, with major course work in criminal justice, law enforcement, crime analysis, or related field.
- One (1) year of law enforcement experience.

- Applicants for this position must pass a Criminal Justice Information Systems (CJIS) fingerprint-based background check and maintain CJIS eligibility. Due to CJIS requirements related to system access, the following will result in being disqualified for this position: Felony Convictions, Felony Deferred Adjudication, Class A & B Misdemeanor Deferred Adjudication, Class B Misdemeanor Convictions, an Open Arrest for Any Criminal Offense (Felony or Misdemeanor), and Family Violence Convictions.
- Must obtain and maintain Federal Secret Security Clearance.

**PREFERRED QUALIFICATIONS:**

- Valid class "C" Texas Driver's License OR valid driver's license from another state with the ability to obtain a valid class "C" Texas Driver's License within 30 days of becoming a Texas resident.

**APPLICANT INFORMATION:**

- If selected for this position, official transcripts, diplomas, certifications and licenses must be submitted at the time of processing. Unofficial transcripts and copies of other relevant documents may be attached to the application for consideration in advance.
- Please be advised that if selected for this position, information regarding employment history as it relates to the qualifications of the position will be needed for employment verification. Applicants claiming military service to meet the experience requirement for this position may attach a DD214 to the application.
- Unless otherwise stated, applicants are permitted to substitute two years of related full-time experience for one year of higher education or one year of related higher education for two years of experience in order to meet the minimum requirements of the job. One year of full-time experience is defined as 30 or more hours worked per week for 12 months. One year of higher education is defined as 30 credit hours completed at an accredited college or university.

- Applicants selected for employment with the City of San Antonio in this position must receive satisfactory results from pre-employment drug testing and background checks. If required for the position, a physical, motor vehicle record evaluation, and additional background checks may be conducted.

**PHYSICAL REQUIREMENTS:**

- Physical requirements include visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate computer keyboard and basic office equipment. Subject to sitting, standing, and walking to perform the essential functions. Working conditions are primarily inside an office environment.

Knowledge, Skills, and Abilities

- Knowledge of crime investigation techniques and procedures.
- Knowledge of Texas Criminal law including Texas Penal Code, Code of Criminal Procedure, and Texas Family Code.
- Knowledge of modern office methods and procedures.
- Skill in operating a personal computer and utilizing rudimentary software.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to establish and maintain effective working relationships with City staff and the general public.
- Ability to prepare clear and concise reports.
- Ability to perform all physical requirements of the position.

**City of San Antonio**

**Address**

San Antonio, TX  
78205 USA

[View all jobs at City of San Antonio](#)