

## City of Socorro Job Description

<b>Job Title:</b> Crime Analyst	<b>Department:</b> Police
<b>FLSA Status:</b> Part Time - Non-Exempt	<b>Salary:</b> \$55.00 per hr ( <i>maximum of 24 hr weekly</i> )
<b>Approved:</b> Grant funded : 2/1/2025 thru 9/30/2025	<b>Last Revised:</b>

### Position Summary:

The Crime Analyst plays a vital role in enhancing the department's data-driven policing strategies. This part-time position focuses on analyzing crime trends, traffic incidents, and other public safety data to support informed decision-making. The ideal candidate will possess strong technical and analytical skills, with expertise in data management, data visualization, and geographic information systems (GIS). Familiarity with DDACTS (Data-Driven Approaches to Crime and Traffic Safety), RMS (Records Management Systems), and CRIS (Crash Records Information System) are essential.

### Duties, Functions, and Responsibilities:

- **Data Collection and Analysis:** Extract, clean, and analyze data from RMS, CRIS, and other law enforcement databases to identify crime patterns, traffic incident trends, and areas of public safety concern.
- **DDACTS Implementation:** Assist in implementing and monitoring the DDACTS model, correlating crime and traffic data to improve resource allocation and reduce incidents.
- **Data Visualization:** Create clear and actionable data visualizations using tools like Tableau, Power BI, and ArcGIS to communicate findings to command staff and patrol divisions.
- **Reporting:** Develop regular reports and presentations to support strategic planning, grant applications, and operational reviews.
- **GIS Mapping:** Use ArcGIS to produce spatial analysis and crime mapping to identify hot spots and trends for resource deployment.
- **Database Management:** Utilize SQL and other database tools to query and manage data sets for analysis and reporting.
- **Collaboration:** Work closely with patrol, investigations, and traffic units to provide actionable intelligence and recommendations.
- Regular worksite attendance is an essential function.
- Responsible for any other duties and assignments issued by the City of Socorro.

### Knowledge, Skills, and Abilities:

- Proficiency in data analysis tools such as Tableau, Power BI, ArcGIS, and SQL.
- Familiarity with RMS and CRIS reporting systems.
- Understanding of DDACTS principles and their application in law enforcement.
- Strong skills in data visualization and report creation.
- Experience in statistical analysis and interpretation of crime and traffic data.
- Strong problem-solving skills and the ability to communicate complex data effectively to non-technical audiences.
- Attention to detail and the ability to work independently under minimal supervision.
- Excellent written and verbal communication skills.

**Crime Analyst**

**\$55.00**

### Minimum Qualifications

- A bachelor's degree in criminal justice, business or public administration, social/behavioral science, or a related field, and 2 years of experience in data collection, statistical analysis, or logistics or operations research or analysis.
- Proficiency in data analysis tools such as Tableau, Power BI, ArcGIS, and SQL.
- Familiarity with RMS, CRIS, and other law enforcement databases.

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- Strong analytical, problem-solving, and data visualization skills.
- Excellent written and verbal communication skills.
- Preferred:
  - Experience in a law enforcement or public safety environment.
  - Certification in Crime Analysis or GIS.
  - Knowledge of Texas-specific public safety data systems and processes.
  - Bilingual Skills: English & Spanish
- Possess a valid Texas class "C" Driver's License.

### Equipment:

- Operates standard office equipment, including computers with various software, calculators, copiers, scanners, shredders, fax machines, and multi-line telephone systems.
- Utilizes specialized software for data analysis and geographic information systems (GIS), such as ArcGIS, Tableau, Power BI, and SQL databases.
- Safely operates motor vehicles in accordance with department policies and applicable laws.

### Physical Requirements:

- Ability to perform sedentary work, involving sitting most of the time, with occasional walking and standing.
- Capability to exert up to 25 pounds of force occasionally and a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects.
- Sufficient manual dexterity to operate office equipment and perform data entry tasks.
- Visual acuity to read and analyze data, and to produce reports and maps.
- Ability to communicate clearly and effectively, both orally and in writing.

### Conditions of Employment:

- May be required to work occasional evenings, weekends, or holidays based on departmental needs.
- Must be eligible to work in the United States.
- Successful completion of a background investigation.
- Completion of all required training necessary to achieve and maintain accreditation.
- Adherence to the highest ethical and professional standards.
- Availability to work flexible hours as required for deadlines or training.
- Strong organizational, leadership, and communication skills are essential.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date