

## Job Vacancy Announcement

TDI-Sergeant (00038726)

Title: Investigator

Monthly Salary: \$7,141.33

Division: Insurance Fraud/Investigations

Primary Location: Texas-Austin

Work Locations: Aus Barbara Jordan Building - 1601 Congress Avenue Austin 78701

Job: Protective Service

Schedule: Full-time

Travel: Yes, 50% of the Time

Salary Admin Plan: C

Number of Openings: 2

Application Deadline: Until Filled

Employee Status: Regular

Standard Hours Per Week: 40.00

State Job Code: 9894

Grade: 04

Overtime Status: Non-exempt

### Description:

Do you have a passion for public service and enjoy making a difference? Don't miss out on this opportunity. The Texas Department of Insurance (TDI) is hiring! Apply now if you're looking for a rewarding career in public service. We regulate the insurance industry, administer the Texas workers' compensation system, and educate and protect consumers.

### You'll love the benefits of working at TDI:

- Flexible work schedules.
- Work-life balance.
- Telecommuting.
- 96 hours of accrued vacation a year.
- 96 hours of accrued sick leave a year.
- 20+ holidays every year.
- Career advancement opportunities.
- Free downtown Austin parking.
- Free comprehensive medical insurance for full-time employees, and the state pays 50% of the premium costs for dependents.

### Before you apply:

Click on the link to learn about our selection process, our military employment preference and licensing and credential requirements: [www.tdi.texas.gov/jobs/apply.html](http://www.tdi.texas.gov/jobs/apply.html)

### Investigator – Sergeant

This position involves investigating fraudulent insurance acts that are in violation of a penal law and are committed or attempted while engaging in the business of insurance or in support of an insurance transaction

or part of an attempt to defraud an insurer. Acts as liaison with Special Investigative Units (SIU) of insurance companies and with state and federal law enforcement or other government agencies. Investigates and prepares criminal investigative reports for prosecutors. Performs moderately complex analyses of factual and legal situations and documents findings. Serves in a law enforcement capacity when dispatched to disasters, responding to a threat to people or property of the state, or assigned to perform other duties as a law enforcement officer. Works under minimal supervision with considerable latitude for the use of initiative and independent judgment.

**This position:**

- Conducts criminal investigations related to insurance fraud;
- Prepares affidavits and subpoenas;
- Executes subpoenas, warrants, and court orders;
- Takes oral and written statements from witnesses and suspects;
- Gathers evidence and maintaining case files;
- Reviews complex financial records and extracts financial data from evidence in investigation;
- Prepares summaries of financial transactions for presentation to state and federal prosecutors;
- Documents investigative activity and evidence gathered in a records management software system;
- Reviews legal aspects of investigations and recommends action as appropriate;
- Prepares detailed investigative reports for referral to prosecution;
- Serves in a law enforcement capacity when assigned to a disaster response team;
- Provides a law enforcement response by protecting the lives of employees, the public, and property of this state should a threat occur;
- Provides collateral duties in a law enforcement capacity such as directing traffic, protecting employees, the public, and emergency responders during emergencies;
- Provides a law enforcement response as appropriate throughout the State of Texas should the need arise to protect and safeguard people and property of this state;
- Works with state and federal law enforcement agencies relative to matters of insurance fraud;
- Provides testimony and technical support in connection with judicial proceedings; and
- Performs other duties as assigned.

**This position requires:**

- Graduation from an accredited four-year college or university with a degree in criminal justice or a related degree.
- Plus: Five years full-time experience in investigative law enforcement work, preferably in financial fraud, OR five years' experience in complex financial analysis relative to criminal investigations.

**Note:**

Education and experience relevant to position requirements may be substituted for one another on a year-for-year basis.

**Preferences for this position include:**

- Must be a licensed Texas Peace Officer or capable of being licensed within three months of being hired. Must possess a valid driver license and, if from out of state, capable of obtaining a valid Texas driver license as soon as Texas residency is established.
- Prefers a Certified Fraud Examiner; and
- Prefers bilingual in English and Spanish language skills.

**This position requires demonstrated knowledge of:**

- State laws, rules, procedures, and regulations relevant to job requirements.
- Texas Penal Code, Code of Criminal Procedures, Rules of Evidence, and other applicable statutes.
- Agency rules, policies, and procedures.
- Data entry, electronic spreadsheets.
- Police practices and procedures.
- Grand jury and courtroom procedures.
- Criminal investigative processes.
- Report writing.
- Interview and interrogation techniques.
- Rules of Evidence.

**This position requires demonstrated skill in:**

- Problem solving and critical thinking.
- Using Microsoft Office software applications, including Word, Excel, Outlook, and SharePoint.
- Using personal computers sufficient to enter and extract data from related systems and programs, such as Centralized Accounting Payroll and Personnel (CAPPS) and other systems required to perform the job.
- Research and interpret complex business forms and statutes.
- Effectively obtain statements from witnesses and suspects.
- Networking.
- Operating a motor vehicle in a safe and courteous manner in compliance with traffic laws.

**This position requires the demonstrated ability to:**

- Communicate and work effectively with a wide range of people with varied skills, knowledge, and backgrounds.
- Maintain the confidentiality of sensitive information.
- Analyze and solve work-related problems and work independently on a variety of administrative work and technical assignments.
- Manage workload and priorities to meet necessary deadlines.
- Work both independently and as a team player.
- Conduct criminal investigations.
- Satisfy Fraud Unit and TCOLE firearms training requirements.
- Affect an arrest.
- Provide a law enforcement response to protect the people and property of this state from threat.
- Perform law enforcement duties when assigned in a disaster response.
- Execute a warrant, subpoena, or court order.
- Communicate effectively.
- Comprehend and apply criminal statutes, including the Texas Insurance Code.
- Analyze correspondence, business records, and other documents to extract pertinent information.
- Research rules and statutes and apply knowledge to individual cases.
- Effectively and efficiently analyze complex financial statements, reports and forms.
- Audit accounts, statements, reports, policy forms and other records of insurance companies.
- Exercise independent judgment and use discretion in making decisions relative to assigned investigation.
- Establish and maintain effective working relationships with staff, other employees, the insurance industry, and the general public.

- Effectively write an investigation report.
- Work independently and meet deadlines.
- Maintain professional demeanor and conduct.
- Follow chain of command, and directions.
- Drive vehicles for extended periods.
- Satisfy the requirements to maintain fully qualified driving status.
- Lift a minimum of 50 lbs.

**Veterans:**

Click or copy and paste this link into your browser: [www.texasskillstowork.com](http://www.texasskillstowork.com) for help translating your military work experience and training courses into civilian job terms, qualifications/requirements, and skill sets. Redact personal or sensitive information from all attachments.

To receive a veteran's preference, you must submit the following documents, as applicable, with your application.

- Copy of the DD-214; member #4.
- Statement of compensation from the Veteran's Administration.

or

- Copy of the DD1300.

**Applicable Military Occupational Specialty (MOS) codes are included, but not limited to one of the following:**

31A, 35M, 401, 0365

**Click or copy and paste the following link into your browser to access Military Crosswalk information:**

[https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_LawEnforcement.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_LawEnforcement.pdf)

**How to apply:**

All applications must contain complete job histories, including job title, dates of employment, name of employer, manager's name and phone number, and a description of duties performed. We may reject applications that do not include all of the required information. Resumes do not take the place of this required information.

**Submitted through Work in Texas:**

Work in Texas (WIT) applicants must complete the supplemental questions to be considered for the posting. To complete the supplemental questions, please go to CAPPs Career Center to register or log in and access your profile. Click on the following link or copy and paste it into your browser: <https://capps.taleo.net/careersection/ex/jobsearch.ftl?lang=en>