

Job Vacancy Announcement

TDI-Sergeant (00037138)

Title: Investigator

Monthly Salary: \$7,141.33

Division: Insurance Fraud/Investigations

Primary Location: Texas-Dallas

Work Locations: DA Office - Dallas County 133 N. Riverfront Blvd LB 19 Dallas 75207

Job: Protective Service

Schedule: Full-time

Travel: Yes, 5% of the Time

Salary Admin Plan: C

Number of Openings: 1

Application Deadline: Until Filled

Employee Status: Regular

Standard Hours Per Week: 40.00

State Job Code: United States Texas

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

Investigator – Sergeant

This position provides investigative support and assists TDI Fraud Prosecutor assigned to District Attorney's Office in investigating assigned cases in preparation for grand jury and/or trial. Investigates 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 a college or university recognized by the Council for Higher Education Accreditation (CHEA) and
- Five years full-time paid experience in investigative law enforcement work, preferably in financial fraud.

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:

- The Texas Penal Code, Code of Criminal Procedures, and other applicable statutes.
- Data entry, electronic spreadsheets, use of Microsoft Word and Outlook, and computer operation.
- Police practices and procedures.
- Grand jury and courtroom procedures.
- Criminal investigative processes.
- Report writing.
- Interview and interrogation techniques.
- The Rules of Evidence.

This position requires demonstrated skill in:

- Researching and interpreting complex business forms and statutes.
- Effectively obtaining statements from witnesses and suspects.
- Networking.

This position requires the demonstrated ability to:

- 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.
- Drive vehicles for extended periods.
- Effectively write an investigation report.
- Work independently and meet deadlines.
- Maintain professional demeanor and conduct.
- Follow chain of command and directions; and
- Lift a minimum of 50 lbs.

Veterans:

Click or copy and paste this link into your browser: www.texas skillstowork.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

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.ft!?lang=en>