

**TEXAS COMMISSION ON LAW ENFORCEMENT
STATE AGENCY – JOB VACANCY NOTICE**

JOB LISTING NO: 14-04
SALARY: \$42,000 - \$52,000
POSITION TITLE: Investigator IV (Peace Officer)
LOCATION: TCOLE Headquarters, Austin TX

CLOSING DATE: Until Filled
DURATION: Temporary Grant Funded Positions
End Date is 08/31/2015
NUMBER OF OPENINGS: 2

GENERAL DESCRIPTION

Performs complex (journey-level) investigative work. Work involves conducting administrative and criminal investigations. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Conducts investigations of alleged violations of Texas Administrative Code, Texas Occupations Code, and Penal Code as applicable to law enforcement and the agency's mission.

Determine whether violations have occurred and whether criminal or administrative charges are warranted.

Collects and reviews evidence and data and conducts field investigations for audits, inspections, or studies.

Inspects records and investigates complaints

Assist in the prosecution of cases filed by documenting and testifying

Assists other law enforcement agencies

Conducts background and personal history investigations, reviews records, and verifies information.

Contacts and interviews witnesses and complainants.

Reviews and maintains evidence and documents for use in investigations. Evaluates and summarizes investigative findings.

Prepares records, correspondence, and reports and makes recommendations for action.

Prepares cases for presentation and presents testimony and evidence at administrative hearings or criminal proceedings.

Reviews and analyzes records for compliance with laws and regulations.

Reviews investigative techniques and recommends improvements as appropriate. May perform undercover or surveillance work regarding suspected violators.

Provides information to a District Attorney for the issuance of subpoenas or search warrants to be served and arrests to be made.

Examine, investigate, and analyze the business activities of regulated agencies and entities to ensure compliance with statutory standards and regulations.

Performs Executive Protection functions

May perform Homeland Security functions

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Five years experience in law enforcement or investigative work is required. Graduation from an accredited four-year college or university with major course work in criminal justice or a related field is generally preferred. Experience and education may be substituted for one another on a one for one basis.

Knowledge, Skills, and Abilities

Knowledge of investigative principles, techniques, and procedures and of court procedures, practices, and rules of evidence.

Skill in the operation of technical equipment and detection devices, in mediation and negotiation, and in using a computer and applicable software, and in mediation and negotiation techniques.

Ability to conduct investigations; to interpret and apply laws and regulations; to work with members of local, state, and federal agencies; to conduct interviews and gather facts; to evaluate findings; to prepare reports; to testify in hearings and court proceedings; to work with members of local, state and federal agencies; to communicate effectively; and to train others.

Registration, Certification, or Licensure

Must be currently licensed as a Peace Officer.

QUALIFICATIONS: (Experience, Education, Etc.)

- Five years of experience with in law enforcement as a commissioned officer.
- Investigative experience is highly preferred.
- Graduation from an accredited four-year college or university with major course work in a field relevant to the assignment is highly preferred. Experience may be substituted for education on a one for one basis.
- Executive/management development training or education from a nationally recognized law enforcement management program is preferred.
- Law enforcement administration or supervisory experience is preferred.
- Currently licensed as a peace officer in the State of Texas and able to be commissioned as a peace officer.

APPLICATION PROCESS:

Apply by completing the standard State of Texas application form with required attachments and the Required Applicant Affirmation found at <http://www.tcole.texas.gov/content/employment-opportunities> Resumes are not required, but may be attached to application. Application may be submitted via mail, fax, or personal delivery to the **Texas Commission on Law Enforcement, 6330 E Highway 290 STE 200, Austin, Texas 78723-1035, Fax: (512) 475-4623. The Commission is an Equal Opportunity Employment Agency. Applicant Affirmation forms must be received before the closing date in order to be considered for employment. Applications received after the closing date will not be considered.**