



CENTRALIZED ACCOUNTING & PAYROLL/PERSONNEL SYSTEM

GLENN HEGAR • TEXAS COMPTROLLER OF PUBLIC ACCOUNTS

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**Job Description**

**Comptroller - Corporal (El Paso) (00049567)**

**Organization:** COMPTROLLER OF PUBLIC ACCOUNTS

**Primary Location:** Texas-El Paso

**Work Locations:** El Paso Audit Enforcement 401 E Franklin Avenue El Paso 79901

**Job:** Protective Service

**Employee Status:** Regular

**Schedule:** Full-time

**Standard Hours Per Week:** 40.00

**Travel:** Yes, 50 % of the Time

**State Job Code:** 9882

**Salary Admin Plan:** C

**Grade:** 03

**Salary (Pay Basis):** 5,487.58 - 8,173.75 (Monthly)

**Number of Openings:** 1

**Overtime Status:** Non-exempt

**Job Posting:** Apr 24, 2025, 2:05:05 PM

**Closing Date:** May 8, 2025, 11:59:00 PM

**Description**

**Applications must be filed at**

<https://capps.taleo.net/careersection/ex/jobdetail.ftl?job=00049567>

Please note that this job posting can be closed without notice and earlier than the closing date indicated in the posting if a suitable candidate is found. We encourage applicants to submit and complete the application promptly.

**Are you ready to grow, make a positive impact?** If you are seeking to gain knowledge, build your career, and network among goal-oriented professionals, this is the place for you!

Innovation, collaboration, and a commitment to excellence best describes the culture here at the Comptroller's Office. We take pride in the work we do serving as Texas' accountant, tax collector, treasurer, and much more! The Comptroller's office serves virtually every citizen in the state. As Texas' chief tax collector, accountant, revenue estimator, treasurer and purchasing manager, the agency is responsible for writing the checks and keeping the books for the multi-billion-dollar business of state government.

Our agency workforce is as diverse as the people of Texas we serve. We value our employees and take very seriously our collective commitment to public service. Personal development opportunities are strongly encouraged through available workshops, teambuilding exercises, and on the job training. We offer flexible scheduling that helps employees maintain a healthy work-life balance.

Click [here](#) to see an inside look at the Texas Comptroller's office. Click [here](#) to see an inside look at the Criminal Investigation Division.

## **About The Division**

The Criminal Investigation Division (CID) enforces criminal provisions of the state's tax laws administered by the Comptroller's Office. CID also enforces the Penal, Transportation and Health and Safety codes, among others. Its officers make arrests and conduct long-term, complex criminal investigations that are referred to state and federal prosecutors.

Monday through Friday, 40 hours a week with occasional evening, weekend hours and holidays. Hours may change based on business need.

## **Qualifications**

### **Minimum Qualifications**

Education:

- Graduation from an accredited four-year college or university with major coursework in accounting, business, criminal justice, or a related field is generally preferred.

Experience:

- Experience in law enforcement work.

Substitutions

- Experience and education may be substituted for one another.

Licenses and Certifications

- Must be certified as a Texas peace officer by the Texas Commission on Law Enforcement.
- A valid Texas (or state of residency) driver's license, current proof of automobile insurance and a satisfactory driving record are a condition of employment.

## Summary Of Physical Requirements

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- This position requires the incumbent to be physically fit in order to perform an arrest. This position requires the incumbent to primarily perform sedentary office work; however, mobility (standing and walking) is routinely required to carry out investigative duties. It requires extensive computer, telephone and client/customer contact.
- This position requires the ability to bend, stoop, kneel, and reach as needed for filing and similar routine office duties. The job also requires normal cognitive abilities requiring the ability to learn, recall, and apply certain practices and policies. It requires the stamina to maintain attention to detail despite interruptions. Marginal or corrected visual and auditory abilities are required for reading printed materials and computer screens and communicating with internal and external customers, including identifying objects and people clearly while reporting in the field. Must be able to meet the color vision requirements.
- The individual must be able to transport a tablet and printer to the assigned locations to conduct the necessary enforcement field work. The individual must be able to lift, pull, physically handle, and transport records, documents, boxes, and related information, weighing up to 50 pounds when required.
- This position requires the ability to travel. The individual must be able to sit for long periods of time while traveling to and from assigned destination.
- Participate in the physical readiness assessment.

Employees are required to use their personal mobile phones as a part of 2 factor/multi factor authentication for accessing CPA systems securely. You will also receive critical/emergency calls/texts on your cell phone to ensure immediate communication.

### In this role:

You will be performing law enforcement investigative work. Work involves conducting criminal investigations. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

### Duties include:

- Investigating criminal offenses, obtaining, and executing warrants, assisting other law enforcement agencies, conducting undercover investigations, making arrests, and providing security.
- Locating, contacting, interviewing, and taking statements from witnesses, suspects, and those who may have knowledge of tax fraud.
- Evaluating, summarizing, and preparing investigative reports for prosecution.
- Maintaining case files and evidence.
- Managing investigative caseloads.
- Conducting administrative and criminal investigations and inspections, enforcing agency regulations, collecting, and evaluating evidence, and testifying in hearings, trials, and other official proceedings
- Preparing reports of investigations and criminal cases for prosecution and maintaining records of investigative cases, evidence, and property.
- Confering with local, state, and federal law enforcement agencies to obtain or provide information concerning criminals and criminal activity.
- Working with county and district attorneys and/or federal prosecutors to respond to and to prepare for effective prosecution efforts.

- Testifying in formal administrative and criminal court proceedings.
- Participating in joint initiatives with other governmental law enforcement agencies.
- May serve as field training officer
- May provide guidance to others.
- Performing related work as assigned.

Have knowledge of:

- Police methods, criminal laws, and regulations.
- Investigative and law enforcement methods and practices.
- State and federal statutes and rules, including the Texas Penal Code and Texas Code of Criminal Procedure.
- Agency policies and procedures.

Have skill in:

- Use and care of firearms and radio equipment.
- Use of physical and defensive tactics to make arrests.
- Interviewing techniques.
- Use of a computer and applicable software.
- Effectively conveying information and encouraging an exchange of ideas.
- Identifying, defining, and solving problems.

Have ability to:

- Conduct investigations
- Secure and process crime scenes.
- Collect and preserve physical evidence.
- Prepare concise reports.
- Prepare criminal cases for prosecution.
- Communicate effectively.
- Maintain confidentiality and protect the privacy of state employees, taxpayers, and other members of the public.
- Follow all agency confidentiality, privacy, and information security policies and procedures.
- Appropriately store, secure, and protect sensitive records and other confidential documents and data in accordance with the agency's certified Records Retention Schedule.
- Seek guidance and clarification from relevant agency specialists when potential confidential issues arise.
- Use discretion and appropriate judgement in communicating confidential and sensitive information
- Work with others to achieve a common goal.
- Adjust to changing workplace demands.
- Meet the needs and expectations of internal and external customers.
- Effectively demonstrate skill and ability to perform the specific job duties and tasks as defined by a job description.
- Be dependable, meet deadlines and produce high-quality work.

## **Maximize Your Earnings!**

At the Comptroller's office, we know potential employees are looking for more than just a paycheck. The agency offers a strong benefits package for you and your family. Insurance, retirement plans, and a flexible work schedule are just the start.

[See our benefits offering](#)

If you are seeking to gain knowledge, build your career, and network among goal-oriented professionals, this is the place for you!

## **Important Note to the Candidate:**

Salary is contingent upon qualifications. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request.

- **The minimum salary posting will apply to those candidates without State Law Enforcement Schedule C experience.**
- **Higher salary considerations will only be available to current or prior State Law Enforcement Schedule C candidates.**

### **Military Preference**

**To receive MILITARY PREFERENCE, you are required to provide proof by attaching the necessary documentation to this job application.**

<https://hr.sao.texas.gov/CompensationSystem/JobDescriptions>

Click on the occupational category for the position.

Additional MOS can be found at the State Auditor's Office, [Military Crosswalk Guide](#).

The Texas Veterans Commission provides helpful employment information. Go to: <http://www.texasworkforce.com>, <http://www.onetonline.org>, <https://hr.sao.texas.gov/CompensationSystem/JobDescriptions/> or [www.careeronestop.org](http://www.careeronestop.org) for assistance translating your military experience and training courses into civilian job terms, qualifications/requirements and skill sets.

### **Applications submitted through Work in Texas:**

Work In Texas (WIT) applicants must complete supplemental questions to be considered for the position. To complete the supplemental questions please go to CAPPS Recruit to register or login and access your profile.

**The Comptroller's Office is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity.**

**Resumes will not be accepted in lieu of completed applications. The application must contain the necessary information in the work history for the applicant to qualify for the position.**

An applicant must be eligible to work in the United States to be hired at the Comptroller's office and must remain eligible, without sponsorship or any assurance of financial or other assistance from this agency, during the term of their employment.

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