



Office of the Attorney General

Job Announcement

DIVISION: Criminal Investigations

POSTING NUMBER: 21-0502

JOB TITLE: Sergeant, Texas Attorney General's Office

MONTHLY SALARY: \$6,801.25

POSTING DATE: July 21, 2021

LOCATION: 300 W. 15th Street, 15th Floor, Austin, TX 78701

WORKING TITLE: Sergeant

DURATION: Until Filled

GENERAL DESCRIPTION

GRANT FUNDED

Performs investigative law enforcement work for the Office of the Attorney General's (OAG) Criminal Investigations Division. Work involves assisting with prosecution assistance and crime prevention, and conducting criminal investigations of violations of various state and federal statutes. May plan, assign, and supervise the work of others. OAG employees enjoy excellent benefits along with tremendous opportunities to do important work at a large, dynamic state agency making a positive difference in the lives of Texans.

ESSENTIAL JOB FUNCTIONS

Conducts undercover investigations and surveillance operations
Conducts background and personal history investigations, reviews records, and verifies information
Documents the investigative process by preparing records and reports
Evaluates and summarizes legal aspects of investigations, recommending action as appropriate
Identifies, gathers, and examines evidence, including complex records of individuals, associates, and corporations
Locates, contacts, and interviews potential witnesses and suspects
Obtains and prepares affidavits, statements, and confessions
Participates in raids, searches, manhunts, and other operations; and makes arrests
Participates in executing court orders, warrants, and subpoenas
Testifies as a witness in trials or formal hearings, and provides trial assistance to lead attorney as requested
Performs related work as assigned
Maintains relevant knowledge necessary to perform essential job functions
Attends work regularly in compliance with agreed-upon work schedule
Ensures security and confidentiality of sensitive and/or protected information
Complies with all agency policies and procedures, including those pertaining to ethics and integrity

MINIMUM QUALIFICATIONS

Education: Graduation from high school or equivalent

Education: Bachelor's degree from an accredited college or university in criminal justice or a closely related field; experience in the following (or closely related) fields may be substituted for the required education on a year-for-year basis: investigative law enforcement

Experience: Four years of full-time law enforcement investigative experience

Knowledge of the Texas Penal Code, Texas Code of Criminal Procedure, and other applicable state and federal statutes

Skill in researching and interpreting complex rules and regulations

Skill in applying investigative techniques and procedures to assigned cases

Skill in handling multiple tasks, prioritizing, and meeting deadlines

Skill in effective oral and written communication

Skill in exercising sound judgment and effective decision making

Ability to receive and respond positively to constructive feedback

Ability to work cooperatively with others in a professional office environment

Ability to provide excellent customer service

Ability to work more than 40 hours as needed and in compliance with the FLSA

Ability to achieve 64% or better of VO2 max on the 2000 meter row utilizing a Concept 2 Rower or meet a minimum score of 64% for their age and/or gender when performing the 500 Meter Row or the 4 Minute Row.

Ability to use and care for firearms; to use intermediate impact weapons and Oleoresin Capsicum spray; to use physical tactics; to conduct investigations; to evaluate, analyze, and investigate allegations of wrongdoing; to prepare reports; to prepare criminal cases for prosecution; to communicate effectively; and to train, lead, and/or prioritize the work of others

Ability to lift and relocate 30 lbs.

Ability to travel (including overnight travel) up to 50%

Certifications: Must be certified as a Texas peace officer by the Texas Commission on Law Enforcement

Licensure: Must possess a valid driver's license

PREFERRED QUALIFICATIONS

Knowledge of agency rules, policies, and procedures

Other Language: Ability to proficiently read, write, and speak a language other than English

TO APPLY

To apply for a job with the OAG, submit a completed State of Texas job application through the [OAG's Job Postings Page](#). A State of Texas application must be completed to be considered, and paper applications are not accepted. For further instructions on how to apply through the OAG's Job Postings Page, see our [How to Apply page](#). Your application for this position may subject you to a criminal background check pursuant to the Texas Government Code.

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_LawEnforcement.pdf.

THE OAG IS AN EQUAL OPPORTUNITY EMPLOYER