

Investigator IV

Schedule: Full-time **Standard Hours Per Week:** 40.00

Travel: Yes, 50 % of the Time

Salary 52,500.00 (Yearly)

Number of Openings: 1

TEXAS COMMISSION ON LAW ENFORCEMENT

GENERAL DESCRIPTION

This position works in the Enforcement Division as a peace officer (Sergeant/Investigator) and 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. Position requires moderate travel (approximately 50%) paid by the agency.

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.

Inspects records and investigates complaints

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

Collects and reviews evidence and data and conducts field investigations.

Contacts and interviews witnesses and complainants.

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

Reviews and analyzes records for compliance with laws and regulations.

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.

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.

Assist in the prosecution of cases filed by documenting and testifying

Assists other law enforcement agencies

Reviews investigative techniques and recommends improvements as appropriate.

May conduct background and personal history investigations, reviews records, and verifies information.

May perform undercover or surveillance work regarding suspected violators.

May perform Homeland Security functions

May perform Executive Protection functions

Performs related work as assigned.

Qualifications

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Five years experience in law enforcement 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 in addition to the required five years may be substituted for education on a one for one basis.

Knowledge, Skills, and Abilities

Must be able to multitask and handle stressful situations.

Must be able to meet deadlines and be team oriented.

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

Skill in conducting investigations and taking written witness statements.

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 within law enforcement as a commissioned officer.
- Investigative experience is highly preferred.
- Experience conducting interrogations and taking written statements.
- Graduation from an accredited four-year college or university with major course work in a field relevant to the assignment is highly preferred. Experience in addition to the required five years may be substituted for education on a one for one basis.

- Currently licensed as a peace officer in the State of Texas and able to be commissioned as a peace officer.

To Apply: [Job Description - Investigator IV \(00018474\) \(taleo.net\)](#)

MILITARY OCCUPATIONAL SPECIALTY CODES can be found at <http://www.hr.sao.texas.gov/CompensationSystem/JobDescriptions>

VETERAN'S PREFERENCE: If you choose to claim veteran's employment preference including surviving spouse or orphan of a veteran as outlined by the State of Texas, you must attach a DD214 at the time your application is submitted.

FOR NEW HIRES/REHIRES: Health insurance is available the 1st of the following month after a 90-day waiting period.

- **APPLICATIONS SUBMITTED THROUGH WORK IN TEXAS:** Work In Texas (WIT) applicants must complete the supplemental questions to be considered for the posting. In order to complete the supplemental questions please go to CAPPs Recruit to register or login and access your profile. Go to CAPPs Recruit to sign in (Link: <https://capps.taleo.net/careersection/304/jobsearch.ft!lang=en>)

PLEASE NOTE: All applications must contain complete job histories, which includes job title, dates of employment, name of employer, supervisor's name and phone number and a description of duties performed. If this information is not submitted, your application may be rejected because it is incomplete. Resumes do not take the place of this required information. Candidates may be asked to participate in a skills demonstration and/or presentation. Salary is contingent upon qualifications and is subject to salary administration and budgetary restrictions.

Complete copies of college transcripts must be furnished to the divisional hiring representative at the time of the interview for positions

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. Only applicants scheduled for interviews will be contacted.

As an equal opportunity employer, we hire without consideration to race, religion, color, national origin, sex, disability, age, or veteran status, unless an applicant is entitled to the veteran's preference.

This position requires the applicant to meet Agency standards and criteria which may include passing a pre-employment criminal background check, prior to being offered employment by the Agency.