



Corporal, Office of the Comptroller

Salary Group: C03

Class Code: 9882

CLASS TITLE	CLASS CODE	SALARY GROUP
INVESTIGATOR I (TRAINEE), OFFICE OF THE COMPTROLLER	9880	C01
INVESTIGATOR II, OFFICE OF THE COMPTROLLER	9881	C02
CORPORAL, OFFICE OF THE COMPTROLLER	9882	C03
SERGEANT, OFFICE OF THE COMPTROLLER	9883	C04
LIEUTENANT, OFFICE OF THE COMPTROLLER	9884	C05
CAPTAIN, OFFICE OF THE COMPTROLLER	9885	C06

GENERAL DESCRIPTION

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

EXAMPLES OF WORK PERFORMED

Conducts administrative and criminal investigations and inspections, enforces agency regulations, collects and evaluates evidence, and testifies in hearings, trials, and other official proceedings.

Investigates criminal offenses, obtains and executes warrants, assists other law enforcement agencies, conducts undercover investigations, makes arrests, and provides security.

Locates, contacts, interviews, and takes statements from witnesses, suspects, and those who may have knowledge of tax fraud.

Prepares reports of investigations and criminal cases for prosecution and maintains records of investigative cases, evidence, and property.

Maintains case files and evidence.

Confers with local, state, and federal law enforcement agencies to obtain or provide information concerning criminals and criminal activity.

Works with county and district attorneys and/or federal prosecutors to respond to and to prepare for effective prosecution efforts.

Participates in joint initiatives with other governmental law enforcement agencies.

Manages investigative caseloads.

Evaluates, summarizes, and prepares investigative reports for prosecution.

Testifies in formal administrative and criminal court proceedings.

May serve as field training officer.

May provide guidance to others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in law enforcement work. 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 and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

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, and agency policies and procedures.

Skill in the use and care of firearms and radio equipment, in the use of physical and defensive tactics to make arrests, in interviewing techniques, and in the use of a computer and applicable software.

Ability to conduct investigations, to secure and process crime scenes, to collect and preserve physical evidence, to prepare concise reports, to prepare criminal cases for prosecution, and to communicate effectively.

REGISTRATION, CERTIFICATION, OR LICENSURE

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

Must possess a valid driver's license.