



# Investigator I (Trainee), Office of the Comptroller

Salary Group: C01  
Class Code: 9880

CLASS TITLE	CLASS CODE	SALARY GROUP
<b>INVESTIGATOR I (TRAINEE), OFFICE OF THE COMPTROLLER</b>	<b>9880</b>	<b>C01</b>
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 entry-level law enforcement investigative work, as a trainee. Work involves conducting criminal investigations. Works under close supervision, with minimal 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 others 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.

Assists in managing investigative caseloads.

Performs related work as assigned.

## GENERAL QUALIFICATION GUIDELINES

### EXPERIENCE AND EDUCATION

Successful completion of a Texas Basic Peace Officer Course. Graduation from an accredited four-year college or university with major coursework in accounting, business, criminal justice, or a related field is generally preferred.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of the criminal justice system's functions and operations, investigative and law enforcement methods and practices, and state and federal statutes and rules, including the Texas Penal Code and Texas Code of Criminal Procedure.

Skill in the use and care of firearms and radio equipment; in the use of physical and defensive tactics to make arrests; in identifying, defining, and solving problems; and in the use of a computer and applicable software.

Ability 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 able to obtain certification as a Texas peace officer by the Texas Commission on Law Enforcement.

Must possess a valid driver's license.