Sergeant, Office of the Comptroller

Salary Group: C04
Class Code: 9883

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 investigative tax law enforcement work. Work involves conducting, coordinating, and/or leading investigations. May serve as a team lead providing direction to others. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Conducts and/or oversees criminal investigations related to alleged violations of tax laws, rules, and regulations.

Conducts surveillance and background investigations.

Conducts undercover operations.

Identifies, contacts, and interviews complainants, suspects, and witnesses.

Identifies, investigates, and interrogates individuals suspected of criminal activity.

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

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.

Evaluates, summarizes, and prepares investigative reports for prosecution.

Receives reports of incidents, complaints, or infractions; conducts investigations; prepares reports; and recommends appropriate actions.

Answers inquiries pertaining to legal, policy, or procedural information; maintains and promotes engagement with the general public and various entities.

Executes court orders and serves warrants and civil processes in the confiscation of assets, property, equipment, or contraband.

Testifies in administrative and criminal court proceedings.

Serves as field training officer.

Helps develop and administer effective training, staff development, and continuing education programs.

May serve as a team lead providing direction to others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in performing financial investigations or financial audit or tax 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 and mentoring 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, to communicate effectively, and to serve as a team lead providing direction to others.

REGISTRATION, CERTIFICATION, OR LICENSURE

Must hold an intermediate peace officer certification (or higher) from the Texas Commission on Law Enforcement.

Must possess a valid driver’s license.