



Lieutenant, Office of the Comptroller

Salary Group: C05
Class Code: 9884

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 enforcement supervisory work. Work involves overseeing, planning, organizing, and conducting investigations of violations of Texas tax codes and the Texas Penal Code. Supervises the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Conducts and/or oversees criminal and administrative investigations.

Oversees staff engaged in the enforcement of state and federal laws and regulations.

Oversees investigative case work of staff to include priority of assignments, threat assessments, event deconfliction, and operational planning.

Plans, organizes, and supervises regional activities.

Prepares reports, briefs, and summaries of regional activities.

Develops program goals and objectives in accordance with management objectives.

Develops and approves schedules, priorities, and standards for achieving the agency's mission and goals.

Develops and administers training programs.

Confers with local law enforcement agencies, court officials, and state officials concerning regional activities.

Interacts and exchanges information with various local, state, and federal law enforcement entities.

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 public relations with the general public and various entities.

Reviews reports and paperwork for accuracy and completeness and approves cases for prosecution.

Reviews investigative techniques and provides input and/or drafts policies and suggestions for improvements, changes, or modifications in procedures.

Monitors and reviews work performance, develops competencies, and conducts performance evaluations for staff.

Testifies in formal administrative and criminal court proceedings.

Conducts training and serves as a field training officer.

Supervises the work of others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in performing financial investigations or financial audit or tax enforcement work, including supervisory or team lead experience. Satisfactory service in the career progression position immediately preceding the position of Lieutenant. 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 the Texas Code of Criminal Procedure; tax laws and regulations; admissibility of evidence; court systems and procedures; management and administrative principles, techniques, and methodologies; and agency policies, procedures, rules, regulations, goals, and objectives.

Skill in the use and care of firearms and radio equipment; in the use of physical and defensive tactics to make arrests; in interviewing, mentoring, and coaching 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 supervise the work of others.

REGISTRATION, CERTIFICATION, OR LICENSURE

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

Must possess a valid driver's license.