

**Investigator I, Trainee - Office of the Inspector General**

Salary Group: C01

Class Code: 9965

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>
INVESTIGATOR I, TRAINEE - OFFICE OF THE INSPECTOR GENERAL	9965	C01
INVESTIGATOR II - OFFICE OF THE INSPECTOR GENERAL	9970	C02
INVESTIGATOR III - OFFICE OF THE INSPECTOR GENERAL	9971	C03
INVESTIGATOR IV - OFFICE OF THE INSPECTOR GENERAL	9972	C04

GENERAL DESCRIPTION

Performs entry-level investigative enforcement work. Work involves conducting investigations of criminal violations and administrative investigations of allegations of employee misconduct. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Conducts administrative investigations and enforces agency regulations, evaluates allegations of employee misconduct, identifies investigative issues and administrative violations, collects and evaluates evidence to formulate defensible investigative conclusions, and testifies in court and in other official proceedings.

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

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**

Experience in criminal justice work. Graduation from an accredited four-year college or university with major coursework in criminal justice, criminology, police science, or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the criminal justice system's functions and operations, of investigative and law enforcement methods and practices, of federal and state statutory and procedural laws including the Texas Penal Code and the Code of Criminal Procedure, and of methods and procedures for defusing and managing volatile situations and violent and hostile offenders.

Skill in the use of firearms 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 certified as a Texas peace officer by the Texas Commission on Law Enforcement.

Must possess a valid driver's license.