

**Investigator IV - Office of the Inspector General**Salary Group: C04  
Class Code: 9972

<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
<b>INVESTIGATOR IV - OFFICE OF THE INSPECTOR GENERAL</b>	<b>9972</b>	<b>C04</b>

**GENERAL DESCRIPTION**

Performs complex investigative enforcement work. Work involves coordinating and conducting investigations of criminal violations; administrative investigations of allegations of employee misconduct; and investigations of waste, fraud, and abuse. May serve as a lead worker providing direction to others. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment.

**EXAMPLES OF WORK PERFORMED**

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

Coordinates and conducts fugitive task force operations, polygraph examinations, and undercover investigative operations.

Investigates allegations of waste, fraud, and abuse.

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

Coordinates and monitors investigative caseloads.

Provides technical assistance to investigators and staff.

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

May participate in joint homeland security initiatives with other governmental law enforcement agencies.

May serve as a lead worker providing direction to others.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Satisfactory service and successful completion of the recruit and field training program, and four years of active service as a Texas Department of Criminal Justice Office of the Inspector General investigator or other law enforcement agency experience as an investigator of major crimes. 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 problem-solving techniques, 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, to communicate effectively, and to serve as a lead worker providing direction to others.

### **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.