

**Sergeant, Texas Attorney General's Office**

Salary Group: C04

Class Code: 9996

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>
SERGEANT, TEXAS ATTORNEY GENERAL'S OFFICE	9996	C04
LIEUTENANT, TEXAS ATTORNEY GENERAL'S OFFICE	9997	C05
CAPTAIN, TEXAS ATTORNEY GENERAL'S OFFICE	9998	C06
MAJOR, TEXAS ATTORNEY GENERAL'S OFFICE	9999	C08

GENERAL DESCRIPTION

Performs investigative law enforcement work. Work involves assisting with prosecution assistance and crime prevention, and conducting criminal investigations of violations of various state and federal statutes. 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

Conducts undercover investigations and surveillance operations.

Conducts background and personal history investigations, reviews records, and verifies information.

Documents the investigative process by preparing records and reports.

Evaluates and summarizes legal aspects of investigations, and recommends action as appropriate.

Identifies, gathers, and examines evidence, including complex records of individuals, associates, and corporations.

Locates, contacts, and interviews potential witnesses and suspects.

Obtains and prepares affidavits, statements, and confessions.

Participates in raids, searches, pursuits, and other operations; and makes arrests.

Participates in executing court orders, warrants, and subpoenas.

Testifies as a witness in trials or formal hearings, and provides trial assistance to lead attorney as requested.

May serve as a lead worker providing direction to others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in investigative law enforcement work. Graduation from an accredited college with an associate's degree in criminal justice or a related degree is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the Texas Penal Code, the Texas Code of Criminal Procedure, and other applicable statutes; and of agency rules, policies, and procedures.

Skill in researching and interpreting complex rules and regulations; in applying investigative techniques and procedures to assigned cases; and in the use of a computer and applicable software.

Ability to use and care for firearms; to use intermediate impact weapons and Oleoresin Capsicum spray; to use physical tactics; to conduct investigations; to evaluate, analyze, and investigate allegations of wrongdoing; to prepare 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.