

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

Salary Group: C05

Class Code: 9997

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

**GENERAL DESCRIPTION**

Performs investigative law enforcement supervisory work. Work involves supervising staff involved with prosecution assistance and crime prevention, and staff engaged in complex criminal law enforcement investigations of violations of various state and federal statutes. Supervises the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

**EXAMPLES OF WORK PERFORMED**

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

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

Conducts and/or oversees criminal and administrative investigations.

Conducts inventory verification of state-issued equipment.

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

Develops and administers training programs.

Develops and approves schedules, priorities, and standards for achieving goals; and directs program evaluation activities.

Develops program goals and objectives in accordance with management objectives.

Develops program guidelines, procedures, policies, rules, and regulations.

Plans, organizes, and supervises unit activities.

Prepares reports, briefs, and summaries of unit activities.

Provides guidance and direction to staff on policies, procedures, rules, and regulations.

Provides information to various organizations and groups interested in crime prevention and personal safety.

Reviews reports and paperwork for accuracy and completeness.

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

Supervises the work of others.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Satisfactory service in the career progression position immediately preceding the position of Lieutenant. 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; of agency rules, policies, and procedures; of management and administrative principles, techniques, and methodologies; of police methods; of criminal laws and regulations; of investigative methods and practices and admissibility of evidence; of safety rules and regulations; and of court systems 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 interpret and apply applicable provisions of the Texas Penal Code, the Texas Code of Criminal Procedure, and federal statutes pertaining to criminal investigations; to develop and conduct training programs; to interpret and apply department policies and procedures; to communicate effectively; and to supervise the work of 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.