

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

Salary Group: C06

Class Code: 9998

<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 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 minimal supervision, with considerable latitude for the use of initiative and independent judgment

EXAMPLES OF WORK PERFORMED

Oversees, conducts, and monitors criminal and administrative investigations.

Oversees, directs, and coordinates investigative and enforcement activities.

Oversees, directs, and coordinates 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.

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

Determines methods and procedures by which to carry out agency directives, and prepares plans for the accomplishment of unit objectives.

Plans, organizes, and supervises unit activities.

Proposes and modifies agency policies and procedures.

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

Assists in the preparation of the annual budget.

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 Captain. 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 criminal investigative principles, techniques, and methodologies; of management and administrative principles, techniques, and methodologies; of agency goals, objectives, rules, regulations, policies, and procedures; of state and federal statutes, rules, and regulations pertaining to law enforcement activities; and of criminal and civil court proceedings and rules of evidence.

Skill in interviewing, mentoring, and coaching techniques; 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.