

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

Salary Group: C08

Class Code: 9999

<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 administrative and managerial law enforcement work. Work involves managing and overseeing staff and unit operations; directing criminal investigative activities; developing and evaluating budget requests, guidelines, procedures, policies, rules, and regulations; and developing schedules, priorities, and standards for achieving established goals. Supervises the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Directs and coordinates law enforcement activities with other state and federal law enforcement entities.

Directs investigative and enforcement activities.

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

Oversees, conducts, and participates in promotions and transfers.

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

Confers with management in planning operational programs, and offers suggestions for improvements of services and operations.

Interacts with the general public, other agencies, local officials, industry groups, and civic groups to generate support for agency goals, objectives, and methods; and to obtain feedback to improve agency operations.

Explains, interprets, and enforces agency policies and procedures.

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 Major. 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; 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 interpret and apply applicable provisions of the Texas Penal Code, the Texas Code of Criminal Procedure, and federal statutes pertaining to supervising complex criminal investigations; to analyze, plan, organize, coordinate, review, and evaluate agency law enforcement operations; to interpret, explain, and enforce directives and policies; 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.