

CPA - Investigator I-IV (00000567)

Status
Open

Recruiter
Owens, Earline

Status Details
Sourcing

Hiring Manager
Harris, James

Primary Location
Texas

Requisition Type
Professional

Hired Candidates
0 out of 5

Requisition Structure

Identification

Requisition Title
CPA - Investigator I-IV

Number of Openings
5

Justification
New Position

State Job Code
1353

Additional State Job Codes
1350, 1351, 1352

Job Code(s)
13504N, 13514N, 13524N, 13534N

Position Number
00019475-Odessa 00019474-San Antonio 00019473-Houston 00019472-Houston 00019471-Houston

Group

User Group
Comptroller of Public Accounts

Structure

Organization

State of Texas CAPPs State of Texas
Company/
Agency COMPTROLLER OF PUBLIC ACCOUNTS
Business Unit CPA BU
Department 1P0030-1P West Region

Primary Location

State Texas

Job Field

Job
Classification Protective Service

Requisition 00019475-13534N - Investigator IV
Template

Owners

Recruiter
Owens, Earline M

Hiring Manager
Harris, James

Recruiter Assistant
Robledo, Rebecca

Job Information

Profile

Employee Status
Regular

Job Type
Standard

Job Level
Individual Contributor

Travel
Yes, 50 % of the Time

Shift
Not Applicable

Schedule
Full-time

Standard Hours Per Week
40.00

Hazardous Duty Eligible
Yes

Target Start Date
Sep 1, 2017

Compensation

Currency
US Dollar (USD)

Pay Basis
Monthly

Annualization Factor
12.0

Minimum Salary
2320.0

Maximum Salary
4800.0

Salary Admin Plan
B

Grade
18

Additional Grades
12,14,16

Other

Overtime Status
Non-exempt

Job Description

CAPPS Requisition External Description

Description - External

APPLICATIONS MAY BE FILED ONLINE AT: <https://capps.taleo.net/careersection/ex/jobdetail.ftl?job=00000567&tz=GMT-05%3A00>

APPLICATIONS SUBMITTED THROUGH WORK IN TEXAS:

Work In Texas (WIT) applicants must complete the supplemental questions to be considered for the posting. In order to complete the supplemental questions please go to CAPPs Recruit to register or login and access your profile. Go to CAPPs Recruit to Sign In (Link: <https://capps.taleo.net/careersection/ex/jobsearch.ftl?lang=en>)

GENERAL DESCRIPTION:

Positions available in Houston, San Antonio, and Odessa

Investigator I: \$2,320.00 - \$3,649.83 Monthly

Investigator II: \$2,595.33 - \$4,094.50 Monthly

Investigator III: \$2,909.83 - \$4,594.17 Monthly

Investigator IV: \$3,293.41 - \$4,800.00 Monthly

Investigator I

Performs entry-level tax investigative work. Work involves conducting investigations and examinations to document criminal violations of the Texas Tax Statutes and the Texas Penal Code. With guidance and direction provided by a more tenured investigator, works under close supervision, with minimal latitude for the use of initiative and independent judgment.

Investigator II

Performs routine (journey-level) tax investigative work. Work involves conducting investigations and examinations to document criminal violations of the Texas Tax Statutes and the Texas Penal Code. With guidance and direction provided by a more tenured investigator, works under moderate supervision with limited latitude for the use of initiative and independent judgment.

Investigator III

Performs moderately complex (journey-level) tax investigative work. Work involves conducting investigations and examinations to document criminal violations of the Texas Tax Statutes and the Texas Penal Code. Works under general supervision with limited latitude for the use of initiative and independent judgment.

Investigator IV

Performs complex (journey-level) tax investigative work. Plans, organizes and conducts investigations and examinations to document criminal violations of the Texas Tax Statutes and the Texas Penal Code. Works independently, as a team member or may lead an investigative team. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

WORK HOURS:

8 a.m. to 5 p.m., 40 hour work week, Monday through Friday. May occasionally work evenings, weekends or holidays. Hours may change based on business needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Investigator I

- Under guidance and supervision, conducts entry-level investigations and examinations of alleged violations of tax laws, rules and regulations. Identifies, contacts and interviews potential witnesses and complainants. Evaluates, summarizes and documents investigative findings and prepares records, correspondence and reports. May conduct undercover or surveillance work on suspected violators.
- May prepare and assist in presenting testimony and evidence in court. For investigations that result in the filing of class A/B Felony cases, works with the prosecutor and investigators to respond and prepare for an effective prosecution.
- May interact and exchange information with various state or federal law enforcement organizations.
- Performs other related work as assigned.

Investigator II

- Under guidance and supervision, conducts moderately complex investigations and examinations of alleged violations of tax laws, rules and regulations. Identifies, contacts and interviews potential witnesses and complainants. Evaluates, summarizes and documents investigative findings and prepares records, correspondence and reports. May conduct undercover or surveillance work on suspected violators.

- Prepares and presents testimony and evidence in court. Testifies in formal hearings and court proceedings. For investigations that result in the filing of class A/B Felony cases, works with the prosecutor and investigators to respond and prepare for an effective prosecution.
- May interact and exchange information with various state or federal law enforcement organizations.
- Performs other related work as assigned.

Investigator III

- With guidance and supervision, conducts complex investigations and examinations of alleged violations of laws, rules, and regulations. Identifies, contacts and interviews witnesses and complainants. Evaluates, summarizes and documents findings and prepares records, correspondence and reports. May conduct undercover or surveillance work on suspected violators.
- Prepares and presents testimony and evidence in court. Testifies in formal hearings and court proceedings. For investigations that result in the filing of class A/B Felony cases, works with the prosecutor and investigators to respond to and prepare for an effective prosecution.
- Assists in the review of investigative techniques, policies and regulations and recommend improvements, changes or modifications. May interact and exchange information with various state or federal law enforcement organizations.
- Assists with or conducts educational presentations to law enforcement entities, district or county attorneys.
- Performs other related duties as assigned.

Investigator IV

- Conducts investigations and examinations of alleged violations of tax laws, rules and regulations.
- Examines, investigates and analyzes the business activities of entities to ensure compliance with statutory standards and regulations. Identifies, contacts and interviews potential witnesses and complainants. Evaluates, summarizes and documents investigative findings and prepares records, correspondence and reports. Conducts undercover or surveillance work on suspected violators.
- Prepares and presents testimony and evidence in court. Testifies in formal hearings and court proceedings. For investigations that result in the filing of class A/B Felony cases, works with the prosecutor and investigators to respond to and prepare for an effective prosecution.
- Reviews investigative techniques, policies and regulations and recommends improvements, changes or modifications. Interact and exchange information with various state or federal law enforcement organizations.
- May conduct educational presentations or licensing examinations. May train and/or lead less tenured investigators.
- Performs other related work as assigned.

Qualifications - External

EDUCATION:

- Graduation from an accredited four-year college or university with a bachelor's degree.
- Complete copies of official college transcripts must be furnished at the time of the interview for positions requiring a college degree, and/or specific educational credits.

PREFERRED EDUCATION:

Graduation from an accredited four-year college or university with a bachelor's degree in Criminal Justice, Business or Accounting.

EXPERIENCE:

Investigator I

None

Investigator II

One year of full time experience performing investigations, financial audits or tax enforcement work.

Investigator III

Two years of full time experience in investigative work, financial audits or tax enforcement work.

Investigator IV

Four years of full time experience performing investigations, financial audits or tax enforcement work.

PREFERRED EXPERIENCE:

- Training and experience in financial investigative work.
- Experience with investigations involving multiple tax types.
- Experience presenting testimony in court.

- Experience using any of the following databases to perform research: NCIC/TCIC, AWM, TRP, TWC, LEXIS/NEXIS, N-DEX, SOS, TXDPS-CJIS, TLETS, GOOGLE EARTH, TAX APPRAISAL WEB SITES.

SUBSTITUTION:

One (1) year of experience performing criminal investigations, financial audits or tax enforcement work may substitute for thirty (30) semester hours of the required education with a maximum substitution of 120 semester hours (four years).

LICENSES AND CERTIFICATIONS:

- A valid Texas (or state of residency) driver's license and a satisfactory driving record are a condition of employment. Reliable transportation is also required. Applicants offered an interview must present the following documents at or before the interview: A state issued driving record for the last 36 months; valid Texas driver's license (or state of residency driver's license); and current proof of automobile insurance.
- Valid peace officer license from the Texas Commission on Law Enforcement.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the incumbent to be physically fit in order to perform an arrest. This position requires the incumbent to primarily perform sedentary office work; however, mobility (standing and walking) is routinely required to carry out investigative duties. It requires extensive computer, telephone and client/customer contact. This position requires the ability to bend, stoop, kneel, and reach as needed for filing and similar routine office duties.

The job also requires normal cognitive abilities requiring the ability to learn, recall, and apply certain practices and policies. It requires the stamina to maintain attention to detail despite interruptions. Marginal or corrected visual and auditory abilities are required for reading printed materials and computer screens and communicating with internal and external customers.

The individual must be able to transport a tablet and printer to the assigned locations to conduct the necessary enforcement field work. The individual must be able to lift, pull, physically handle, and transport records, documents, boxes, and related information, weighing up to 50 pounds when required.

This position requires the ability to travel. The individual must be able sit for long periods of time while traveling to and from assigned destination.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- different tax laws
- investigative principles, techniques and procedures
- court procedures, practices and rules of evidence.

SKILL IN:

- operating technical equipment and detection devices
- using a personal computer in a Windows environment, Microsoft Word and Excel software and Mainframe functions
- using firearms as required by TCLEOSE
- using effective written and verbal communication to convey information in a clear, concise manner (Communication)
- identifying and resolving problems by using strong analytical techniques, innovative approaches and taking initiative in preventing and solving problems (Problem Solving)

ABILITY TO:

- learn new concepts and apply knowledge appropriately (i.e. investigative techniques, policies and regulations)
- manage work and time efficiently to complete multiple assignments in a timely manner without compromising accuracy
- present information in one-on-one, small group and large group situations
- conduct sensitive and complex investigations
- interpret and apply laws and regulations
- conduct interviews,
- gather and accurately report facts and evaluate findings
- prepare concise and coherent reports
- lead and train the work of others

- testify in hearings and court proceedings
- establish and maintain working relationships with co-workers, agency staff and management to achieve common goals (Teamwork)
- plan, organize, and prioritize multiple assignments to effectively manage a fast paced and changing work environment without compromising accuracy (Adaptability)
- consistently meet internal and external customer needs and expectations in a professional manner (Customer Service)
- act in the best interest of the agency, maintain confidentiality and continually strive to improve self and job performance (Professional Conduct and Development)
- maintain confidentiality and protect the privacy of state employees, taxpayers and other members of the public (Privacy and Information Security)

IMPORTANT NOTES TO THE CANDIDATE:

- Applicants may be asked to participate in a skills demonstration and/or presentation.
- Salary is contingent upon qualifications and is subject to salary administration and budgetary restrictions.
- CPA employees in the same job classification, if selected, will be laterally transferred with no increase in salary. (An example might be an Accounts Examiner III in Revenue Administration who moves to an Accounts Examiner III in the Enforcement division.)
- Complete copies of college transcripts must be furnished to the divisional hiring representative at the time of the interview for positions requiring a college degree, and/or specific educational credits.

VETERANS

- Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 31B, 401, 5819, 7S0X1, LDO or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications. Please call Human Resources, CPA Veterans Liaison at 512-475-3560/800-531-5441 for more information or assistance.
- Additional Military Crosswalk information can be found at: <http://www.hr.sao.state.tx.us/Compensation/JobDescriptions.aspx>.

We fully recognize, honor and enforce the Uniformed Services Employment and Reemployment Rights Act (USERRA) and encourage opportunities to hire Veterans, Reservists and Guardsmen.

IMPORTANT NOTE TO ALL APPLICANTS:

Unless otherwise indicated on specific postings, regular attendance is an essential job requirement of all positions. Your application for employment with the Comptroller of Public Accounts may subject you to a criminal background check. All positions requiring a degree and/or licensing require proof of degree and/or license at time of interview. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Only applicants scheduled for interviews will be contacted.

Thank you for considering employment at the Comptroller of Public Accounts! The Comptroller ' s office is an equal employment opportunity employer.

Contact Information for External Requisitions

Contact First Name
Human

Contact Position Title
Staffing

Contact Last Name
Resources

Contact Email
human.resources@cpa.texas.gov

Contact Address Information

Contact Address
111 E. 17th Street

Contact Address City
Austin

Contact Address State
Texas

Contact Address Postal
78774

Internal Description

Description - Internal

null

Qualifications - Internal

EDUCATION:

- Graduation from an accredited four-year college or university with a bachelor's degree.
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EXPERIENCE:

Investigator I

None

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One year of full time experience performing investigations, financial audits or tax enforcement work.

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Two years of full time experience in investigative work, financial audits or tax enforcement work.

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Questionnaire

Disqualification Questions

Questions	Answer	Result
1. A. - Are you a veteran? Global, Code: SOT_DQ006 , Type: Single Answer , Visible by: All Candidates	Yes *	To Be Verified
	No	The Candidate Passes
* List type of discharge and Date of Service (From/To).		
2. B. - Are you a surviving spouse of a veteran who has not remarried? Global, Code: SOT_DQ007 , Type: Single Answer , Visible by: All Candidates	No	The Candidate Passes
	Yes *	To Be Verified
* Complete dates of service for veteran		
3. C. - Are you a surviving orphan of a veteran? Global, Code: SOT_DQ008 , Type: Single Answer , Visible by: All Candidates	Yes *	To Be Verified
	No	The Candidate Passes
* Complete dates of service for veteran		
4. D. - Were you a foster youth under the Texas Department of Family and Protective Services (DFPS) on the day before your 18th birthday? Global, Code: SOT_DQ005 , Type: Single Answer , Visible by: All Candidates	Yes, I was a foster youth under DFPS on the day before my 18th birthday and currently I am 25 years of age or younger.	To Be Verified
	No, I was not a foster youth under DFPS on the day before my 18th birthday.	The Candidate Passes
	Yes, I was a foster youth under DFPS on the day before my 18th birthday but currently I am more than 25 years of age.	The Candidate Passes
5. E. - Are you at least 17 years of age? Global, Code: SOT_DQ001 , Type: Single Answer , Visible by: All Candidates	Yes	The Candidate Passes
	No	To Be Verified
6. F. - Are you currently employed by the State of Texas? Global, Code: SOT_DQ004 , Type: Single Answer , Visible by: All Candidates	Yes *	To Be Verified
	No	The Candidate Passes
* List the agency		
7. G. - Have you ever been employed by the State of Texas? Global, Code: SOT_DQ003 , Type: Single Answer , Visible by: All Candidates	Yes *	To Be Verified
	No	The Candidate Passes
* List the agency/agencies.		
8. H. - Do you have any relatives working for this agency?	Yes *	To Be Verified

Global, Code: SOT_DQ009 , Type: Single Answer , Visible by: All Candidates	No	The Candidate Passes
	* List names and relationships	
9. I. - Have you ever been convicted of a felony or subjected to deferred adjudication on a felony charge? Global, Code: SOT_DQ002 , Type: Single Answer , Visible by: All Candidates	No	The Candidate Passes
	Yes *	To Be Verified
	* Explain in concise detail, giving dates and nature of the offense, name and location of the court, and disposition of the case(s). A conviction may not disqualify you, but a false statement will.	

Questions

Question	Answer	Required/Asset
1. Are you willing to work other than 8-5? Global, Code: SOT_PQ001 , Type: Single Answer	Yes	—
	No	—
2. What days are you unable to work? Global, Code: SOT_PQ002 , Type: Text Answer		
3. Current Driver ' s License State: Global, Code: SOT_PQ003 , Type: Single Answer	Other	—
	Alabama	—
	Alaska	—
	Arizona	—
	Arkansas	—
	California	—
	Colorado	—
	Connecticut	—
	Delaware	—
	Florida	—
	Georgia	—
	Hawaii	—
	Idaho	—
	Illinois	—
	Indiana	—
	Iowa	—
	Kansas	—
	Kentucky	—
	Louisiana	—
	Maine	—
Maryland	—	
Massachusetts	—	
Michigan	—	
Minnesota	—	

Mississippi	—
Missouri	—
Montana	—
Nebraska	—
Nevada	—
New Hampshire	—
New Jersey	—
New Mexico	—
New York	—
North Carolina	—
North Dakota	—
Ohio	—
Oklahoma	—
Oregon	—
Pennsylvania	—
Rhode Island	—
South Carolina	—
South Dakota	—
Tennessee	—
Texas	—
Utah	—
Vermont	—
Virginia	—
Washington	—
West Virginia	—
Wisconsin	—
Wyoming	—
American Samoa	—
District of Columbia	—
Federated States of Micronesia	—
Guam	—
Marshall Islands	—
Northern Mariana Islands	—
Palau	—
Puerto Rico	—
Virgin Islands	—

4. Current Driver ' s License Number:

Global, Code: SOT_PQ004 , Type: Text Answer

5. Commercial Driver ' s License Global, Code: SOT_PQ005 , Type: Single Answer	Yes	—
	No	—
6. Special Training/Skills/Qualifications: List all job related training or skills you possess and machines or office equipment you can use, such as calculators, printers or graphics equipment, computer equipment, types of software and hardware. Global, Code: SOT_PQ006 , Type: Text Answer		
7. Approximately how many words per minute do you type? Global, Code: SOT_PQ007 , Type: Text Answer		
8. Sign Language: Global, Code: SOT_PQ008 , Type: Single Answer	Yes	—
	No	—
9. Are you a certified interpreter? Global, Code: SOT_PQ009 , Type: Single Answer	Yes	—
	No	—
10. Do you speak a language other than English? Global, Code: SOT_PQ010 , Type: Single Answer	Yes	—
	No	—
11. If yes, which language(s)? Global, Code: SOT_PQ011 , Type: Text Answer		
12. How fluently? Global, Code: SOT_PQ012 , Type: Single Answer	Fair	—
	Good	—
	Excellent	—
13. Do you write in a language other than English? Global, Code: SOT_PQ013 , Type: Single Answer	Yes	—
	No	—
14. If yes, which language(s)? Global, Code: SOT_PQ014 , Type: Text Answer		
15. Which of the following best describes your level of education? Local, Code: 1499878344780 , Type: Single Answer	High School or GED	Required
	30 hours college	Asset
	60 hours college	Asset
	90 hours college	Asset
	Associate's Degree	Asset
	Bachelor's Degree	Asset
	Master's Degree	Asset
	Doctorate's Degree	Asset
	None of the above	—
16. How many years of experience do you have performing investigations, financial audits or tax enforcement work? Local, Code: 1499879127717 , Type: Single Answer	No experience	Required
	Less than one year	Asset
	One but less than two years	Asset
	Two but less than three years	Asset
	Three but less than four years	Asset
	Four but less than five years	Asset

	Five but less than six years	Asset
	Six but less than seven years	Asset
	Seven but less than eight years	Asset
	Eight or more years of experience	Asset
17. How many years of training and experience do you have in financial investigative work? Local, Code: 1499879362710 , Type: Single Answer	No experience	—
	Less than one year	Asset
	One but less than two	Asset
	Two but less than three	Asset
	Three but less than four	Asset
	Four but less than five	Asset
	Five or more years	Asset
18. How many years of experience do you have with investigations involving multiple tax types? Local, Code: 1499879521344 , Type: Single Answer	No experience	—
	Less than one year	Asset
	One year but less than two	Asset
	Two years but less than three	Asset
	Three years but less than four	Asset
	Four years but less than five	Asset
	Five or more years	Asset
19. How many years of experience do you have presenting evidence and providing testimony in court? Local, Code: 1499879717217 , Type: Single Answer	No experience	—
	Less than one year	Asset
	One year but less than two	Asset
	Two years but less than three	Asset
	Three years but less than four	Asset
	Four years but less than five	Asset
	Five or more years	Asset
20. How many years of supervisory or team lead work experience do you have? Local, Code: 1499879867086 , Type: Single Answer	No experience	—
	Less than one year	Asset
	One year but less than two	Asset

	Two years but less than three	Asset
	Three years but less than four	Asset
	Four years but less than five	Asset
	Five or more years	Asset
21. A valid Texas (or state of residency) driver's license, a satisfactory driving record and current proof of automobile insurance are a condition of employment. Reliable transportation is also required. Are you able to meet these requirements? Local, Code: 1499880004161 , Type: Single Answer	Yes	Required
	No	—
22. Do you possess a valid peace officer license from the Texas Commission on Law Enforcement? Local, Code: 1499880075668 , Type: Single Answer	Yes	Required
	No	—
23. Identify the following preferred databases you have used to perform research in your current or past employment? (Check all that apply.) Local, Code: 1499880123458 , Type: Multiple Answers	NCIC/TCIC	Asset
	AWM	Asset
	TRP	Asset
	TWC	Asset
	LEXIS/NEXIS	Asset
	N-DEX	Asset
	SOS	Asset
	TXDPS-CJIS	Asset
	TLETS	Asset
	GOOGLE EARTH	Asset
	TAX APPRAISAL WEB SITES	Asset
	None of the above	—
24. Do you have a bachelor's degree or higher from an accredited college or university in one or more of the following preferred concentrations? (Check all that apply.) Local, Code: 1499891741919 , Type: Multiple Answers	Criminal Justice	Asset
	Accounting	Asset
	Business	Asset
	None of the above	—

This requisition uses 14 of the 14 questions from the corresponding prescreening model.