



**TEXAS COMPTROLLER OF PUBLIC ACCOUNTS
invites applications for the position of:**

Investigator (AMENDED)**

JOB POSTING #: 1P02.16
STATE CLASSIFICATION #: 1351/1352/1353
STATE CLASSIFICATION TITLE: Investigator II/Investigator III/Investigator IV
SALARY GROUP: B14/B16/B18
VACANCIES: 3
CLOSING DATE/TIME: 05/09/16 11:59 PM
SALARY: \$2,595.33 - \$5,370.75 Monthly
\$31,143.96 - \$64,449.00 Annually
LOCATION: Statewide, TX, Texas
DEPARTMENT: Criminal Investigations

GENERAL DESCRIPTION:

**2 Positions available in the Dallas Office.
1 Position available in the Houston Office.**

Investigator II: \$2,595.33 - \$4,094.50 Monthly
Investigator III: \$2,909.83 - \$4,594.17 Monthly
Investigator IV: \$3,293.41 - \$5,370.75 Monthly

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.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

Investigator II

- Under closer guidance and supervision, conducts less 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.
- Acquire knowledge in investigative techniques, policies and regulations. May interact and exchange information with various state or federal law enforcement organizations.
- Performs other related work as assigned.

Investigator III

- With some guidance from a more tenured investigator and or the supervisor, conducts 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.

MINIMUM QUALIFICATIONS REQUIREMENTS:

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 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:**

Investigator II-IV:

- 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.

Note:

- Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in Adjutant, Military Police, Financial Operations, Administration & Operations, or other related fields pertaining to the minimum experience requirement may meet the minimum qualifications for this position. 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>.

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:

- 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)

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.

Travel:

40%

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 requirements 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.

NOTES:

- 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:

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.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.comptroller.texas.gov/careers/>

Position #1P02.16
INVESTIGATOR (AMENDED**)
EO

111 East 17th Street #124
Austin, TX 78774
512-475-3560

human.resources@cpa.texas.gov

Investigator (AMENDED) Supplemental Questionnaire**

- * 1. Your responses to the questions below must also be stated in the appropriate sections of your state application. For example, if the position requires experience using MS Word and/or MS Excel, that experience must be indicated in the Duties and Responsibilities section. Please certify that all the information concerning your application is true and complete, and that you understand that any misstatement, falsification or omission may be grounds for refusal to hire or if hired, termination. Click "Yes" that you have read and understand this statement.
 Yes
- * 2. Which of the following best describes your level of education?
 - High School or GED
 - 30 hours college
 - 60 hours college
 - 90 hours college
 - Associate's Degree
 - Bachelor's Degree
 - Master's Degree
 - PhD or JD
 - None of the above
- * 3. 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.)
 - Criminal Justice
 - Accounting
 - Business
 - None of the above
- * 4. How many years of experience do you have performing investigations, financial audits or tax enforcement work?
 - No experience
 - Less than one year
 - One but less than two years
 - Two but less than three years
 - Three but less than four years
 - Four but less than five years
 - Five but less than six years

- Six but less than seven years
 - Seven but less than eight years
 - Eight or more years of experience
- * 5. How many years of training and experience do you have in financial investigative work?
- No experience
 - Less than one year
 - One but less than two
 - Two but less than three
 - Three but less than four
 - Four but less than five
 - Five or more years
- * 6. How many years of experience do you have with investigations involving multiple tax types?
- No experience
 - Less than one year
 - One year but less than two
 - Two but less than three
 - Three but less than four
 - Four but less than five
 - Five or more years
- * 7. How many years of experience do you have presenting evidence and providing testimony in court?
- No experience
 - Less than one year
 - One but less than two
 - Two but less than three
 - Three but less than four
 - Four but less than five
 - Five or more years
- * 8. How many years of supervisory or team lead work experience do you have?
- No experience
 - Less than one year
 - One but less than two
 - Two but less than three
 - Three but less than four
 - Four but less than five
 - Five or more years
- * 9. 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?
- Yes
 - No
- * 10. Do you possess a valid peace officer license from the Texas Commission on Law Enforcement?
- Yes
 - No

* 11. This position will be filled in either the Dallas or Houston office. For which office would you like to be considered?

Houston

Dallas

Both

* 12. Identify the following preferred databases you have used to perform research in your current or past employment? (Check all that apply.)

NCIC/TCIC

AWM

TRP

TWC

LEXIS/NEXIS

N-DEX

SOS

TXDPS-CJIS

TLETS

GOOGLE EARTH

TAX APPRAISAL WEB SITES

None of the above

* Required Question