

## **COMMANDER**

**GRADE: 18**

### **GENERAL DESCRIPTION**

Performs advance complex supervisory (senior-level) criminal investigation work. Work involves planning and directing enforcement, investigative, and staff services activities; managing fiscal affairs and training staff. Plans, assigns, and supervises the work of others. Employee has extensive latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Plans and implements special and administrative assignments and programs

Plans, directs, reviews, and evaluates the registration, enforcement, and collective efforts of investigations

Coordinates and supervises training and technical assistance on compliance with agency policies, procedures, and applicable laws

Develops or oversees the development of the budget, policies, and procedures

Directs and coordinates administrative and operational activities

Enforces proper investigative and enforcement procedures

Establishes priorities in investigative and law enforcement activities

Prepares summaries and reports of the department/division activities

Represents the agency in planning and negotiations with federal, state, and local authorities

Will be responsible for accurate accounting of the Task Force's Confidential Funds account and follow the department and auditing policies.

Assess' criminal/drug trafficking intelligence and evaluates it in order to determine risk factors.

Provides tactical and strategic leadership to department personnel and covert civilian operatives.

Presides over all briefings and debriefings of all operations.

Coordinates the available local, state and federal resources for each operation and provides access to the local medical and emergency services during each operation.

Maintains a high level of professionalism and quality ethical standards.

Maintain confidentiality in the performance of duties

Performs all other related duties as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Minimum of seven (7) years of law enforcement experience required. Graduation from an accredited four-year college or university with a major in criminal justice, criminology, police science or related field is generally preferred. Texas Peace Officer certification from the Texas Commission of Law Enforcement Officer Standards and Education (TCLEOSE) required. Two (2) years of related experience may be substituted for one (1) year of the required education.

### **Certificates, Licenses & Registration**

Applicant must have a current valid Texas operator's driver's license. Investigators use their own private vehicle and not a county car.

Must be able to be insured by the County's insurance carrier

Possession of an Advanced Certificate of Law Enforcement.

Mandatory firearms qualification and physical training

### **Knowledge, Skills, and Abilities**

Knowledge of police methods and techniques; of departmental programs; policies, and procedures; of civil and criminal laws; of court systems and procedures; and of budgetary planning and preparation

Must be able to use a computer with programs such as Microsoft Word, Excel and PowerPoint

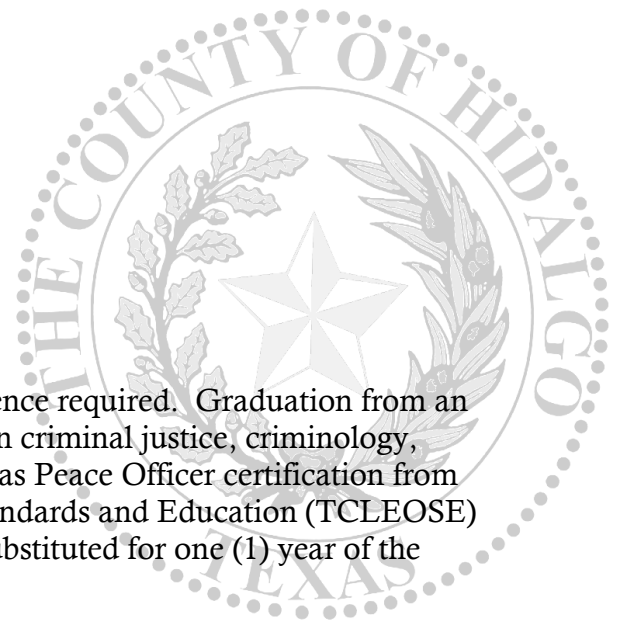
Proper use and properly care for firearms

Ability to read, analyze and interpret the most complex documents

Ability to write speeches and articles using original or innovative techniques or style

Ability to work with mathematical concepts such as probability and statistical inference

Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables



Must have criminal law and criminal procedure experience with particular reference to the apprehension, arrest and custody of persons committing misdemeanors and felonies including rules of evidence pertaining to the seizures and preservation of evidence

Must have Interview and interrogation techniques and methods

Understanding of pertinent federal, state and local laws, regulations and codes

Knowledge in Principles and practices of legal document preparation including citations and arrest warrants

Specific knowledge of the following areas: Texas Code of Criminal Procedures, Texas Penal Code, Texas Family Code, child abuse and neglect, and/or business ethics and public law

### **PHYSICAL DEMANDS:**

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds, occasionally up to 100lbs. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

### **SAFETY REQUIREMENTS:**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment

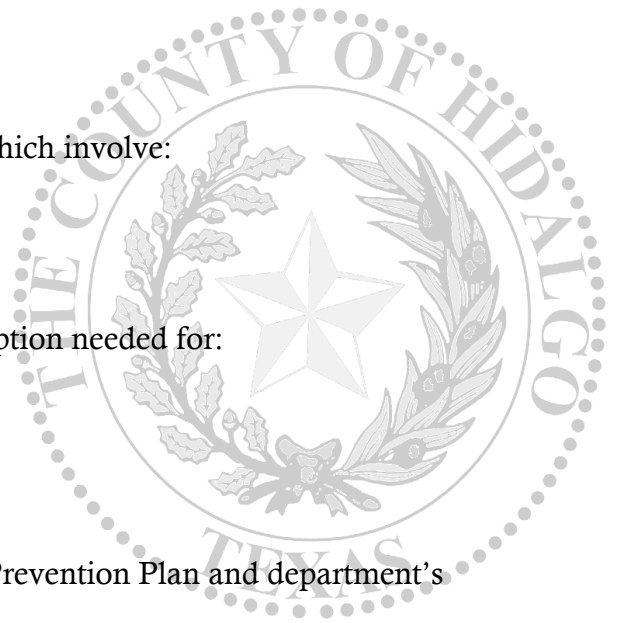
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations



# **CRIMINAL INVESTIGATOR I**

**GRADE: 12**

## **GENERAL DESCRIPTION**

Performs entry level criminal investigation work; Investigate assigned criminal activities. Perform supplementary investigation to assist prosecutors in case preparations. Make arrests and file criminal cases.

## **EXAMPLES OF WORK PERFORMED**

Investigates all types of criminal activities and assists prosecutors in case preparation

Assists local, state, federal and out-of-state police offices in making arrests and filing criminal cases

Prepares and executes search and arrest warrants and serves subpoenas

Interviews inmates and other people to secure intelligence data and information; takes statements and confessions

Obtains evidence from police agencies and pen packet from various prison systems

Evaluates video taped interviews of children who are victims of physical/sexual abuse

Testifies in criminal trials

Performs all other related duties as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

One (1) year of experience in related field functioning as a law enforcement officer. Associate's degree in Law Enforcement preferred.

### **Knowledge, Skills, and Abilities**

Excellent verbal and written communication skills are necessary

Skill is required in preparing written products and oral presentations

Ability to think logically and objectively

Ability to analyze and evaluate facts, evidence and related information

## **Registration, Certification, or Licensure**

Texas Peace Officer certification from the Texas Commission of Law Enforcement Officer Standards and Education (TCLEOSE)

Mandatory firearms qualification and physical training

## **PHYSICAL DEMANDS:**

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

## **SAFETY REQUIREMENTS:**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

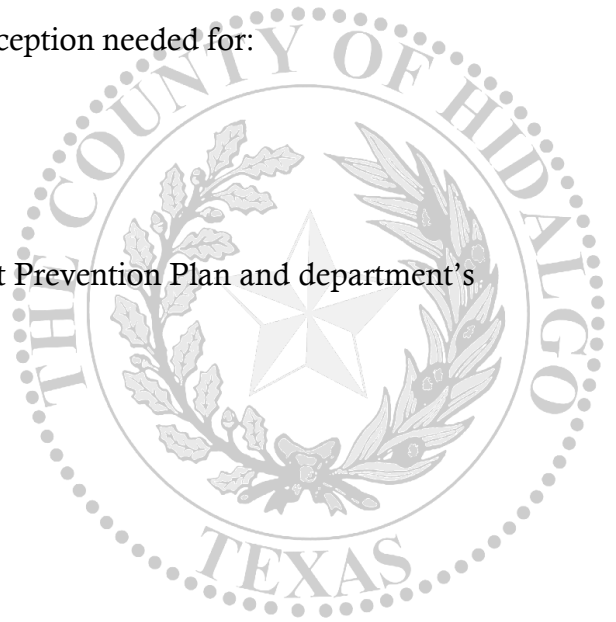
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations



## **CRIMINAL INVESTIGATOR II**

**GRADE: 14**

### **GENERAL DESCRIPTION**

Performs mid-level criminal investigation work; Investigate assigned criminal activities. Perform supplementary investigation to assist prosecutors in case preparations. Make arrests and file criminal cases.

### **EXAMPLES OF WORK PERFORMED**

Investigates all types of criminal activities and assists prosecutors in case preparation

Assists local, state, federal and out-of-state police offices in making arrests and filing criminal cases

Prepares and executes search and arrest warrants and serves subpoenas

Prepares reports and correspondence

Interviews inmates and other people to secure intelligence data and information; takes statements and confessions

Locates and interview persons, take statements and depositions, evaluate evidence, examine records, collect data and report facts

Obtains evidence from police agencies and pen packet from various prison systems

Evaluates video taped interviews of children who are victims of physical/sexual abuse

Testifies in criminal trials

Performs all other related duties as assigned

### **GENERAL QUALIFICATION GUIDELINES**

#### **Experience and Education**

Three (3) years of experience in related field functioning as a law enforcement officer. Associate's degree in Law Enforcement preferred.

#### **Knowledge, Skills, and Abilities**

Excellent verbal and written communication skills are necessary

Skill is required in preparing written products and oral presentations

Ability to think logically and objectively

Ability to analyze and evaluate facts, evidence and related information

Laws of arrest, search and seizure, service of legal process, and the legal rights of citizens

### **Registration, Certification, or Licensure**

Texas Peace Officer certification from the Texas Commission of Law Enforcement Officer Standards and Education (TCLEOSE)

Mandatory firearms qualification and physical training

### **PHYSICAL DEMANDS:**

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

### **SAFETY REQUIREMENTS:**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

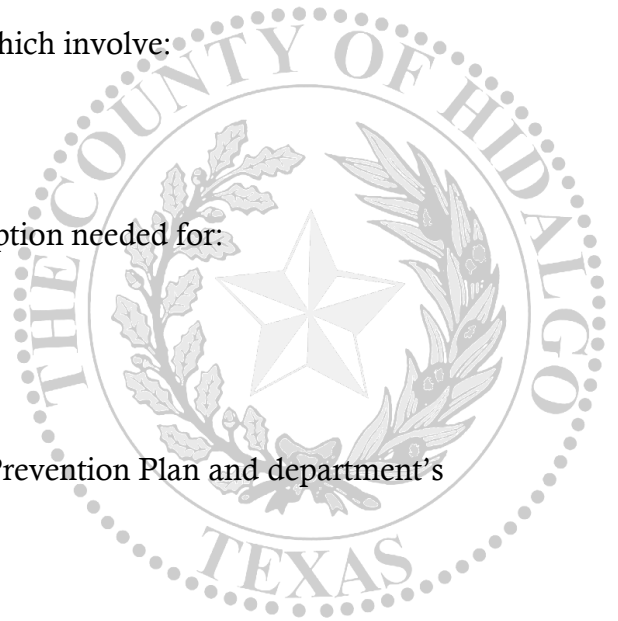
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations



## ASSISTANT COMMANDER

**GRADE: 16**

### **GENERAL DESCRIPTION**

Performs supervisory (senior-level) criminal investigation work. Work involves assisting in supervising, planning, directing, and controlling operations and activities. Plans, assigns, and supervises the work of others. Employee will maintain an investigative caseload and will also be responsible for administrative duties as directed and or assigned. Works under minimal supervision, with extensive latitude for the use of imitative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Assumes all of the Commander's duties and responsibilities during the Commander's absence or at the direction of the Commander.

Has executive management authority over all department field operations personnel, including asset forfeiture and intelligence research divisions.

May also approve all operational plans and primarily ensures that the safety and well being of the public, task force agents, covert operations, law enforcement personnel and targets are secured.

Assists in implementing all local, state and federal rules and regulations to all operations and coordinate with other law enforcement agencies.

Assist in supervising all local, state, and federal law enforcement personnel within the purview of the task force responsibilities.

Will assist in maintaining an accurate accounting of the Task Force's Confidential Funds account and follow the department and auditing policies.

Mediates and attempts to resolve all problems caused by an operation or between local and federal agents.

Assess' criminal/drug trafficking intelligence and evaluates it in order to determine risk factors.

Provides tactical and strategic leadership to department personnel and covert civilian operatives.

Coordinates the available local, state and federal resources for each operation and provides access to the local medical and emergency services during each operation.

Maintains a high level of professionalism and quality ethical standards.

Interview involved parties including suspects, witnesses and complainants; obtain and verify official statements

Conduct surveillance of drug suspects and related activities; patrol high risk and drug profile area; conduct undercover operations; collect evidence of crimes; organize and prepare case reports for prosecution

Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses; conduct internal investigations of white collar crimes and criminal violations committed by county personnel

Draft and serve civil citations, arrest warrants and other legal documents to ensure expediency in the legal process; testify in court or in front of a grand jury as requested

Maintain confidentiality in the performance of duties

Establish and maintain cooperative working relationships with those contacted in the course of work

Performs all other related duties as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Five (5) years of law enforcement experience required. Graduation from an accredited four-year college or university with a major in criminal justice, criminology, police science or related field is generally preferred. Texas Peace Officer certification from the Texas Commission of Law Enforcement Officer Standards and Education (TCLEOSE) required. Two (2) years of related experience may be substituted for one (1) year of the required education.

### **Certificates, Licenses & Registration**

Applicant must have a current valid Texas operator's driver's license. Investigators use their own private vehicle and not a county car.

Must be able to be insured by the County's insurance carrier

Possession of an Advanced Certificate of Law Enforcement.

Mandatory firearms qualification and physical training

### **Knowledge, Skills, and Abilities**

Knowledge of police methods and techniques; of departmental programs; policies, and procedures; of civil and criminal laws; of court systems and procedures; and of budgetary planning and preparation

Must be able to use a computer with programs such as Microsoft Word, Excel and PowerPoint

Proper use and properly care for firearms

Ability to read, analyze and interpret the most complex documents

Ability to write speeches and articles using original or innovative techniques or style

Ability to make effective and persuasive speeches and presentation on controversial or complex topics to top management, public groups

Ability to work with mathematical concepts such as probability and statistical inference

Ability to define problem(s), collect data, establish facts, and draw valid conclusions

Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables

Must have criminal law and criminal procedure experience with particular reference to the apprehension, arrest and custody of persons committing misdemeanors and felonies including rules of evidence pertaining to the seizures and preservation of evidence

Must have Interview and interrogation techniques and methods

Understanding of pertinent federal, state and local laws, regulations and codes

Knowledge in Principles and practices of legal document preparation including citations and arrest warrants

Specific knowledge of the following areas: Texas Code of Criminal Procedures, Texas Penal Code, Texas Family Code, child abuse and neglect, and/or business ethics and public law

### **PHYSICAL DEMANDS:**

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds, occasionally up to 100lbs. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

**SAFETY REQUIREMENTS:**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

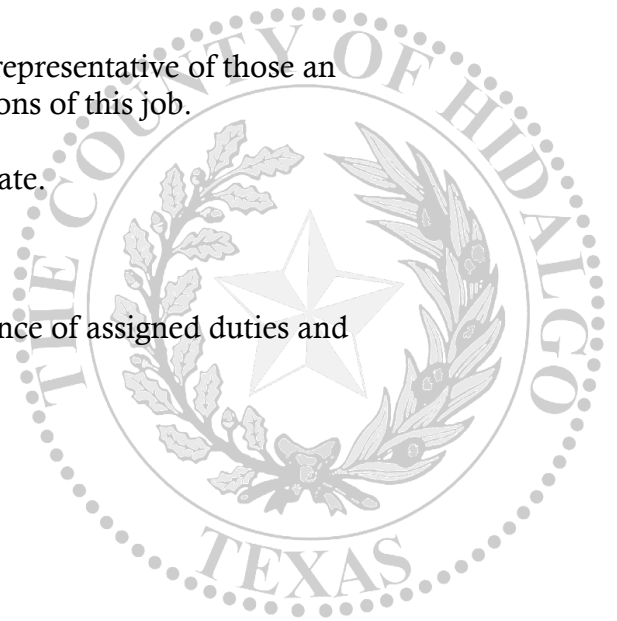
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations



## ACCOUNTANT III

**GRADE: 12**

### **GENERAL DESCRIPTION**

Employee will perform moderately complex accounting work. Work involves preparing financial statements, records, documents, or reports. Employee may specialize in some phase of accounting work such as federal funds accounting, property and equipment control, cost, payroll, or bond servicing. Employee works under general supervision with moderate latitude for the use of initiative and independent judgment and may supervise the work of others.

### **EXAMPLES OF WORK PERFORMED**

Prepares and/or oversees the preparation of financial statements with schedules and exhibits

Prepares and/or oversees the preparation of technical reports on estimates, cost data, and budget items

Prepares and posts various vouchers and audits them for accuracy

Prepares monthly status analyses of funds and expenditures

Prepares various reports on federal grants, regulations, and statistics, as required

Maintains adequate records of expenditures, funds, appropriations, and expenses, as well as of revenue collected and deposited

Assists in planning procedures and regulations to control the disbursement of allocated funds and in preparing letters of instruction, manual revisions, and related forms as necessary

Serves as a consultant on accounting matters to administrative, supervisory, or technical staff, and assists agency administrators in applying financial data to the resolution of administrative or operating problems

Provides technical assistance to technical and lower-level accounting staff in clarifying operating problems, such as the allocation of income or expenses; cost accounting procedures; the closing, correcting, or adjusting of journal entries; and the preparation of special exhibits and schedules

Recommends improvements, adaptations, or revisions to the accounting system and accompanying procedures

May train staff on the maintenance of accounting records on expenditures and revenue collected, the posting of general ledgers, and the posting of journals

May supervise the work of others

Performs related work as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Two to three (2-3) years of progressive experience in accounting, governmental accounting, or commercial accounting; Graduation from an accredited four-year college or university with a Bachelor's in Business Administration with major coursework in Accounting or Finance with 15 hours of accounting courses.

### **Knowledge, Skills, and Abilities**

Knowledge of accounting principles and procedures; of budget controls; and of purchasing methods and procedures

Knowledge of MS Word, Excel and 10-key calculator

Ability, to perform complex accounting transactions, to interpret laws and regulations, to interpret and apply accounting theory, and to supervise the work of others

Knowledge of Uniform Grants Management Standards (UGMS) and GAAP

### **PHYSICAL DEMANDS:**

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

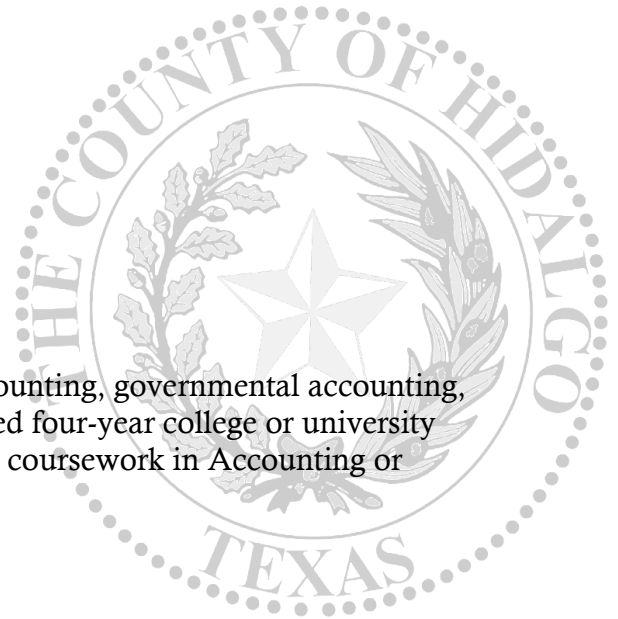
The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

### **SAFETY REQUIREMENTS:**



Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

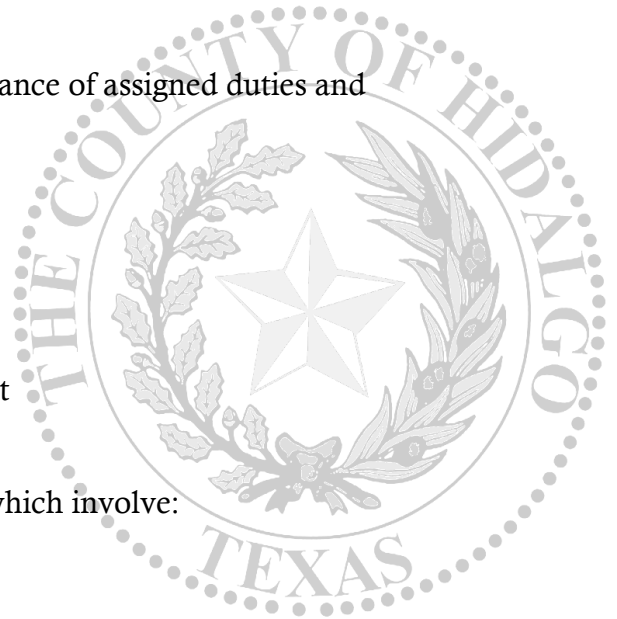
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations



## **INTELLIGENCE RESEARCH SPECIALIST**

**GRADE: 08**

### **GENERAL DESCRIPTION**

Will perform journey-level intelligence work; Work involves analyzing and evaluating intelligence materials of highly specialized, particularly sensitive nature.

### **EXAMPLES OF WORK PERFORMED**

Receives a large volume of specialized sensitive information

Organizes and delivers briefing/written packages based on knowledge of specific information needed

Advises on potential information sources within and outside the intelligence community, experts, or in some instances unsecured and covert sources

Prepares guidance or program information regarding intelligence for review

Disseminates acquired intelligence information in response to requests from various agencies in order to aid with criminal investigations

Maintains security of criminal record and criminal intelligence information for the purpose of complying with federal and state laws concerning access to and dissemination of criminal information

Contacts or consults with various agencies to obtain intelligence information or gain referrals for research to fulfill requests

Establishes, maintains and updates intelligence databases and files (e.g., security control card, undercover vehicle and officer, concealed weapons permits, informant, etc.) to ensure the accuracy, security and proper dissemination of highly sensitive intelligence information

Reviews files, documents and work progress to ensure completeness, accuracy and compliance with federal, state, local, and Department standards, policies and procedures

Participates in multi-agency task force investigations in and out of County to provide intelligence research assistance to meet the objectives of DPS and other law enforcement agencies



## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Associates Degree in criminal justice or related field and two (2) years experience with a law enforcement or criminal justice agency; Experience and education may be substituted for one another.

### **Knowledge, Skills, and Abilities**

Able to work with a database or records management program

Knowledge in research techniques and resources

Knowledge in law enforcement and intelligence terminology

Able to organize, prioritize and perform multiple tasks to complete job functions in an orderly, efficient manner

Able to effectively communicate, both orally and written, with all levels to gather and disseminate information and resolve issue

### **Registration Certification or Licensure**

Valid Texas Class C drivers' license

### **PHYSICAL DEMANDS:**

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.

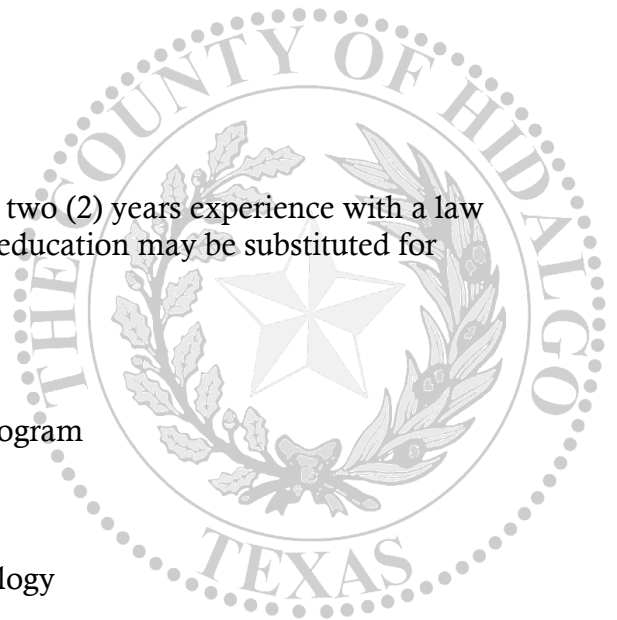
While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.



## **SAFETY REQUIREMENTS:**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

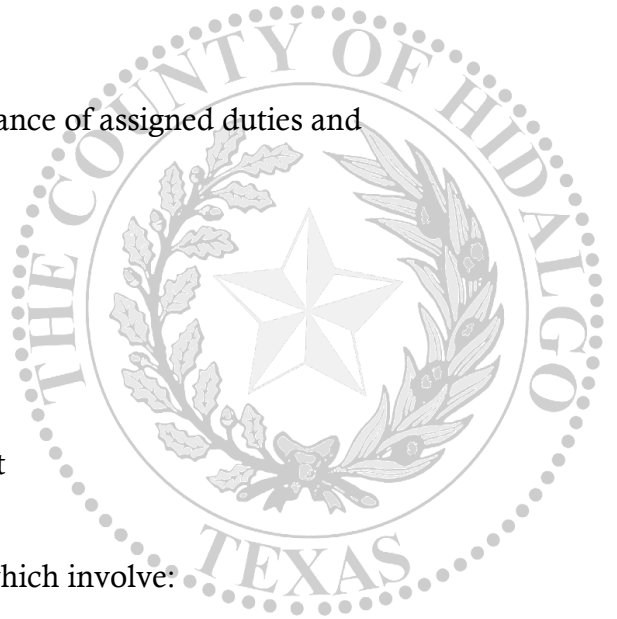
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations



## ADMINISTRATIVE ASSISTANT IV

**GRADE: 10**

### **GENERAL DESCRIPTION**

Employee performs advanced (senior-level) administrative support or technical program assistance work. Work involves disseminating information, maintaining filing systems, and performing internal administrative support work. Employee may supervise the work of others and may train others. Employee works under limited supervision with considerable latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Performs complex technical assistance work for an agency program

Prepares, interprets, and disseminates information concerning agency programs and procedures

Prepares, edits, and distributes correspondence, reports, studies, forms, and documents

Responds to inquiries regarding technical program or administrative regulations, policies, and procedures

Coordinates meetings, conferences, and seminars

Develops administrative and technical policies and procedures

Develops, coordinates, and maintains record keeping and filing systems

May assist in the implementation of program planning

May assist in compiling and analyzing data, making calculations, and preparing reports

May research, compose, design, or edit agency publications such as brochures, forms, manuals, and reports

May research technical and policy issues

May develop training materials

May train others

May supervise the work of others

Performs other duties as assigned

## GENERAL QUALIFICATION GUIDELINES

### Experience and Education

Three to four (3-4) years of experience in administrative support work in a government setting. Graduation from an accredited four-year college or university with major course work in a related field is generally preferred. Two (2) years of experience may be substituted for one (1) year of education.

### Knowledge, Skills, and Abilities

Knowledge of office practices and administrative procedures

Skill in the use of standard office equipment and software

Ability to implement new systems and procedures and to evaluate their effectiveness, to communicate effectively, to effectively interpret programs and plans, to train others, and to supervise the work of others

### **PHYSICAL DEMANDS:**

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

### **SAFETY REQUIREMENTS:**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations



## **CRIMINAL INVESTIGATOR III**

**GRADE: 16**

### **GENERAL DESCRIPTION**

Performs (senior-level) criminal investigation work. Investigate assigned criminal activities. Performs supplementary investigation to assist prosecutors in case preparations. Makes arrests and file cases.

### **EXAMPLES OF WORK PERFORMED**

May train other entry and mid-level investigators to perform all related duties of investigations

Investigates all types of criminal activities and assists prosecutors in case preparation

Assists local, state, federal and out-of-state police offices in making arrests and filing criminal cases

Prepares and executes search and arrest warrants and serves subpoenas

Prepares reports and correspondence

Interviews inmates and other people to secure intelligence data and information; takes statements and confessions

Locates and interview persons, take statements and depositions, evaluate evidence, examine records, collect data and report facts

Obtains evidence from police agencies and pen packet from various prison systems

Evaluates evidence of criminal cases involving various types of victims including children

Testifies in criminal trials

Performs all other related duties as assigned

### **GENERAL QUALIFICATION GUIDELINES**

#### **Experience and Education**

Five (5) years of law enforcement experience. Associate's degree in Law Enforcement, criminal justice, or related field. Graduation from an accredited four-year college or university with major course work in criminal justice or related field is generally preferred. Must have basic certification as a peace officer from the Texas Commission on Law Enforcement Officer Standards and Education (TCLOSE). Two (2) years of experience may be substituted for one (1) year of education.

## **Certificates, Licenses & Registration**

Possession of an Advanced Certificate of Law Enforcement

Applicant must have a current valid Texas operator's driver's license. Investigators use their own private vehicle and not a county car.

Must be able to be insured by the County's insurance carrier

Mandatory firearms qualification and physical training

## **Knowledge, Skills, and Abilities**

Must be able to use a computer with programs such as Microsoft Word, Excel and PowerPoint

Proper use and properly care for firearms

Ability to read, analyze and interpret the complex documents

Ability to think logically and objectively

Must have criminal law and criminal procedure experience with particular reference to the apprehension, arrest and custody of persons committing misdemeanors and felonies including rules of evidence pertaining to the seizures and preservation of evidence

Must have Interview and interrogation techniques and methods

Understanding of pertinent federal, state and local laws, regulations and codes

Knowledge in principles and practices of legal document preparation including citations and arrest warrants

Ability to analyze and evaluate facts, evidence and related information

Knowledge of laws of arrest, search and seizure, service of legal process, and the legal right of citizens

## **PHYSICAL DEMANDS:**

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds, occasionally up to 100lbs. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

**SAFETY REQUIREMENTS:**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

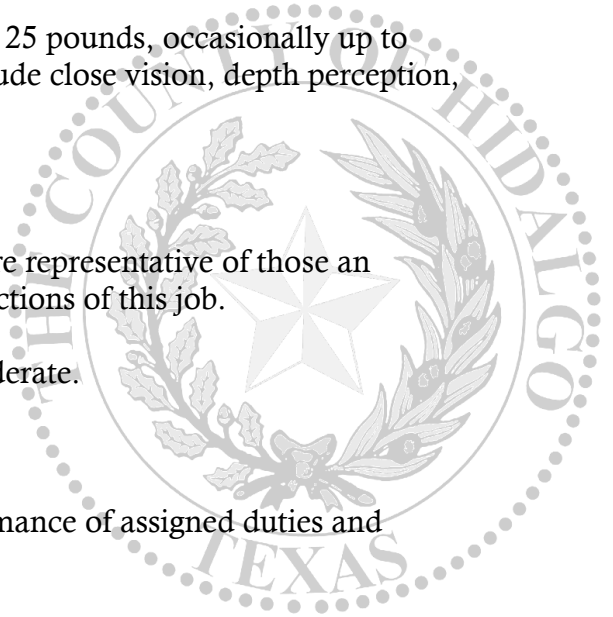
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations



**Hidalgo County**  
**Department of Budget & Management**  
**FISCAL NOTE**

•Fiscal notes are prepared by the Department of Budget & Management to present the budgetary impact of requests by departments/offices or of new proposals that were not approved during the budget process.

Agenda Item: 31642

To: Commissioner' Court  
 From: Sergio Cruz, Budget Officer  
 CC Date: Tuesday, April 24, 2012

**Summary of request/proposal:**

HIDTA TASK FORCE (1291):

Approval to change the percentage of distribution to following positions, as stated below:

Fund	Position Title	Slot#	Obj	Current			Proposed			Total Requested	
				G	S	Salary	G	S	Salary		
1291	COMMANDER	G001	113	18	4	49,200.00	18	4	61,672.00	12,472.00	
1291	CRIMINAL INVESTIGATOR I	G003	113	12	5	36,968.00	12	5	44,600.00	7,632.00	
1291	CRIMINAL INVESTIGATOR II	G004	113	14	2	36,968.00	14	2	44,600.00	7,632.00	
1291	CRIMINAL INVESTIGATOR II	G005	113	14	3	36,968.00	14	3	44,600.00	7,632.00	
1291	CRIMINAL INVESTIGATOR II	G006	113	14	3	36,968.00	14	3	44,600.00	7,632.00	
1291	CRIMINAL INVESTIGATOR II	G007	113	14	3	36,968.00	14	3	44,600.00	7,632.00	
1291	ASSISTANT COMMANDER	G008	113	16	1	39,760.00	16	1	50,000.00	10,240.00	
1291	ACCOUNTANT III	G009	113	12	6	35,700.00	12	6	41,100.00	5,400.00	
1291	INTELLIGENCE RESEARCH SPECIALIST	G010	113	8	2	22,500.00	8	2	32,929.00	10,429.00	
1291	ADMINISTRATIVE ASSISTANT IV	G011	113	10	3	28,200.00	10	3	39,707.00	11,507.00	
1291	CRIMINAL INVESTIGATOR II	G013	113	14	1	36,968.00	14	1	44,600.00	7,632.00	
1291	CRIMINAL INVESTIGATOR III	G014	113	16	0	39,741.00	16	0	47,500.00	7,759.00	
							436,909.00			540,508.00	103,599.00

**Budgetary Impact:**

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT)	AMOUNT
2-1291-412-00-270-003-1-113	HIDTA TASK FOR<REG F/T EMPLOYEES	\$71,447.59
2-1291-412-00-270-003-1-211	HIDTA TASK FOR<HEALTH INSURANCE	\$0.00
2-1291-412-00-270-003-1-212	HIDTA TASK FOR<LIFE INSURANCE	\$0.00
2-1291-412-00-270-003-1-220	HIDTA TASK FOR<FICA	\$5,465.74
2-1291-412-00-270-003-1-230	HIDTA TASK FOR<RETIREMENT	\$7,109.03
2-1291-412-00-270-003-1-250	HIDTA TASK FOR<UNEMPLOYMENT COMP	\$357.24
2-1291-412-00-270-003-1-260	HIDTA TASK FOR<WORKER'S COMP	\$0.00
2012 BUDGETARY IMPACT:		\$84,379.60

2013 Budgetary Impact: \$122,350.42

**Possible Funding Sources:** HIDTA TASK FORCE (1291) FUNDS

**Comments:**

APPROPRIATION OF FUNDS APPROVED BY CC ON 04/03/12

**Hidalgo County**  
**Department of Budget & Management**  
**FISCAL NOTE**

•Fiscal notes are prepared by the Department of Budget & Management to present the budgetary impact of requests by departments/offices or of new proposals that were not approved during the budget process.

Agenda Item: 31642

To: Commissioner' Court  
 From: Sergio Cruz, Budget Officer  
 CC Date: Tuesday, April 24, 2012

**Summary of request/proposal:**

HIDTA CHAPTER 59 (1251):

Approval to change the percentage of distribution to following positions, as stated below:

Fund	Position Title	Slot#	Obj	Current			Proposed			Total Requested	
				G	S	Salary	G	S	Salary		
1251	COMMANDER	G001	113	18	4	26,699.00	18	4	14,227.00	(12,472.00)	
1251	CRIMINAL INVESTIGATOR I	G003	113	12	5	12,376.00	12	5	4,744.00	(7,632.00)	
1251	CRIMINAL INVESTIGATOR II	G004	113	14	2	15,286.00	14	2	7,654.00	(7,632.00)	
1251	CRIMINAL INVESTIGATOR II	G005	113	14	3	17,053.00	14	3	9,421.00	(7,632.00)	
1251	CRIMINAL INVESTIGATOR II	G006	113	14	3	17,053.00	14	3	9,421.00	(7,632.00)	
1251	CRIMINAL INVESTIGATOR II	G007	113	14	3	17,053.00	14	3	9,421.00	(7,632.00)	
1251	ASSISTANT COMMANDER	G008	113	16	1	19,128.00	16	1	8,888.00	(10,240.00)	
1251	ACCOUNTANT III	G009	113	12	6	15,159.00	12	6	9,759.00	(5,400.00)	
1251	INTELLIGENCE RESEARCH SPECIALIST	G010	113	8	2	10,429.00	8	2	0.00	(10,429.00)	
1251	ADMINISTRATIVE ASSISTANT IV	G011	113	10	3	11,507.00	10	3	0.00	(11,507.00)	
1251	CRIMINAL INVESTIGATOR II	G018	113	14	1	13,519.00	14	1	5,887.00	(7,632.00)	
1251	CRIMINAL INVESTIGATOR III	G024	113	16	0	16,203.00	16	0	8,444.00	(7,759.00)	
							191,465.00			87,866.00 (103,599.00)	

**Budgetary Impact:**

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT)	AMOUNT
2-1251-412-00-270-011-0-113	HIDTA CH 59 - REG F/T EMPLOYEES	(\$71,447.59)
2-1251-412-00-270-011-0-211	HIDTA CH 59 - HEALTH INSURANCE	\$0.00
2-1251-412-00-270-011-0-212	HIDTA CH 59 - LIFE INSURANCE	\$0.00
2-1251-412-00-270-011-0-220	HIDTA CH 59 - FICA	(\$5,465.74)
2-1251-412-00-270-011-0-230	HIDTA CH 59 - RETIREMENT	(\$7,109.03)
2-1251-412-00-270-011-0-250	HIDTA CH 59 - UNEMPLOYMENT COMP	(\$357.24)
2-1251-412-00-270-011-0-260	HIDTA CH 59 - WORKER'S COMP	\$0.00
2012 BUDGETARY IMPACT:		(\$84,379.60)

2013 Budgetary Impact: (\$122,350.42)

**Possible Funding Sources:** NO BUDGETARY IMPACT

**Comments:**

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**HIDALGO COUNTY  
COMMISSIONER COURT  
2012 SALARY SCHEDULE**

**2-1291-412-00-270-003-2**

**HIDTA TASK FORCE**

**AI- 31642**

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
		<b>REDISTRIBUTE COST ALLOCATION ----&gt;</b>				<b>\$61,672.00</b>		<b>\$682.54</b>					
G001	113	COMMANDER	18	4	\$75,899.00	<del>\$49,200.00</del>	\$49,200.00	<del>\$544.54</del>	\$0.00	\$0.00	\$0.00	\$0.00	\$49,744.51
		<b>REDISTRIBUTE COST ALLOCATION ----&gt;</b>				<b>\$44,600.00</b>		<b>\$813.47</b>					
G003	113	CRIMINAL INVESTIGATOR I	12	5	\$49,344.00	<del>\$36,968.00</del>	\$36,968.00	<del>\$674.27</del>	\$0.00	\$0.00	\$0.00	\$0.00	\$37,642.27
		<b>REDISTRIBUTE COST ALLOCATION ----&gt;</b>				<b>\$44,600.00</b>		<b>\$409.69</b>					
G004	113	CRIMINAL INVESTIGATOR II	14	2	\$52,254.00	<del>\$36,968.00</del>	\$36,968.00	<del>\$339.58</del>	\$0.00	\$0.00	\$0.00	\$0.00	\$37,307.58
		<b>REDISTRIBUTE COST ALLOCATION ----&gt;</b>				<b>\$44,600.00</b>		<b>\$396.29</b>					
G005	113	CRIMINAL INVESTIGATOR II	14	3	\$54,021.00	<del>\$36,968.00</del>	\$36,968.00	<del>\$328.48</del>	\$0.00	\$0.00	\$0.00	\$0.00	\$37,296.48
		<b>REDISTRIBUTE COST ALLOCATION ----&gt;</b>				<b>\$44,600.00</b>							
G006	113	CRIMINAL INVESTIGATOR II	14	3	\$54,021.00	<del>\$36,968.00</del>	\$36,968.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$36,968.00
		<b>REDISTRIBUTE COST ALLOCATION ----&gt;</b>				<b>\$44,600.00</b>		<b>\$594.44</b>					
G007	113	CRIMINAL INVESTIGATOR II	14	3	\$54,021.00	<del>\$36,968.00</del>	\$36,968.00	<del>\$492.72</del>	\$0.00	\$0.00	\$0.00	\$0.00	\$37,460.72
		<b>REDISTRIBUTE COST ALLOCATION ----&gt;</b>				<b>\$50,000.00</b>		<b>\$305.66</b>					
G008	113	ASSISTANT COMMANDER	16	1	\$58,888.00	<del>\$39,760.00</del>	\$39,760.00	<del>\$243.06</del>	\$0.00	\$0.00	\$0.00	\$0.00	\$40,003.06
		<b>REDISTRIBUTE COST ALLOCATION ----&gt;</b>				<b>\$41,100.00</b>		<b>\$678.82</b>					
G009	113	ACCOUNTANT III	12	6	\$50,859.00	<del>\$35,700.00</del>	\$35,700.00	<del>\$589.63</del>	\$0.00	\$0.00	\$0.00	\$0.00	\$36,289.63
		<b>REDISTRIBUTE COST ALLOCATION ----&gt;</b>				<b>\$32,929.00</b>							
G010	113	INTELLIGENCE RESEARCH SPECIALIST	8	2	\$32,929.00	<del>\$22,500.00</del>	\$22,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,500.00
		<b>REDISTRIBUTE COST ALLOCATION ----&gt;</b>				<b>\$39,707.00</b>		<b>\$780.00</b>					
G011	113	ADMINISTRATIVE ASSISTANT IV	10	3	\$39,707.00	<del>\$28,200.00</del>	\$28,200.00	<del>\$553.96</del>	\$0.00	\$0.00	\$0.00	\$0.00	\$28,753.96
		<b>REDISTRIBUTE COST ALLOCATION ----&gt;</b>				<b>\$44,600.00</b>							
G013	113	CRIMINAL INVESTIGATOR II	14	1	\$50,487.00	<del>\$36,968.00</del>	\$36,968.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$36,968.00
		<b>REDISTRIBUTE COST ALLOCATION ----&gt;</b>				<b>\$47,500.00</b>							
G014	113	CRIMINAL INVESTIGATOR III	16	0	\$55,944.00	<del>\$39,741.00</del>	\$39,741.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$39,741.00
					\$628,374.00	\$540,508.00	\$436,909.00	\$7,744.58	\$0.00	\$0.00	\$0.00	\$0.00	\$440,675.21

**Approval to redistribute the cost allocations to various full-time positions under HIDTA Task Force & Chapter 59, as highlighted above. All personnel actions pending CC approval.**

**HIDALGO COUNTY  
COMMISSIONER COURT  
2012 SALARY SCHEDULE**

**2-1251-412-00-270-011-0**

**HIDTA CHAPTER 59**

**AI- 31642**

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
		<b>REDISTRIBUTE COST ALLOCATION ---&gt;</b>				<b>\$14,227.00</b>		<b>\$157.46</b>					
G001	113	COMMANDER	18	4	\$75,899.00	<del>\$26,699.00</del>	\$26,699.00	<del>\$295.40</del>	\$0.00	\$0.00	\$0.00	\$0.00	\$26,994.49
		<b>REDISTRIBUTE COST ALLOCATION ---&gt;</b>				<b>\$4,744.00</b>		<b>\$86.53</b>					
G003	113	CRIMINAL INVESTIGATOR I	12	5	\$49,344.00	<del>\$12,376.00</del>	\$12,376.00	<del>\$225.73</del>	\$0.00	\$0.00	\$0.00	\$0.00	\$12,601.73
		<b>REDISTRIBUTE COST ALLOCATION ---&gt;</b>				<b>\$7,654.00</b>		<b>\$70.31</b>					
G004	113	CRIMINAL INVESTIGATOR II	14	2	\$52,254.00	<del>\$15,286.00</del>	\$15,286.00	<del>\$140.42</del>	\$0.00	\$0.00	\$0.00	\$0.00	\$15,426.42
		<b>REDISTRIBUTE COST ALLOCATION ---&gt;</b>				<b>\$9,421.00</b>		<b>\$83.71</b>					
G005	113	CRIMINAL INVESTIGATOR II	14	3	\$54,021.00	<del>\$17,053.00</del>	\$17,053.00	<del>\$151.52</del>	\$0.00	\$0.00	\$0.00	\$0.00	\$17,204.52
		<b>REDISTRIBUTE COST ALLOCATION ---&gt;</b>				<b>\$9,421.00</b>							
G006	113	CRIMINAL INVESTIGATOR II	14	3	\$54,021.00	<del>\$17,053.00</del>	\$17,053.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,053.00
		<b>REDISTRIBUTE COST ALLOCATION ---&gt;</b>				<b>\$9,421.00</b>		<b>\$125.56</b>					
G007	113	CRIMINAL INVESTIGATOR II	14	3	\$54,021.00	<del>\$17,053.00</del>	\$17,053.00	<del>\$227.28</del>	\$0.00	\$0.00	\$0.00	\$0.00	\$17,280.28
		<b>REDISTRIBUTE COST ALLOCATION ---&gt;</b>				<b>\$8,888.00</b>		<b>\$54.34</b>					
G008	113	ASSISTANT COMMANDER	16	1	\$58,888.00	<del>\$19,128.00</del>	\$19,128.00	<del>\$116.94</del>	\$0.00	\$0.00	\$0.00	\$0.00	\$19,244.94
		<b>REDISTRIBUTE COST ALLOCATION ---&gt;</b>				<b>\$9,759.00</b>		<b>\$161.18</b>					
G009	113	ACCOUNTANT III	12	6	\$50,859.00	<del>\$15,159.00</del>	\$15,159.00	<del>\$250.37</del>	\$0.00	\$0.00	\$0.00	\$0.00	\$15,409.37
		<b>REDISTRIBUTE COST ALLOCATION ---&gt;</b>				<b>\$0.00</b>		<b>\$0.00</b>					
G010	113	INTELLIGENCE RESEARCH SPECIALIST	8	2	\$32,929.00	<del>\$10,429.00</del>	\$10,429.00	<del>\$0.00</del>	\$0.00	\$0.00	\$0.00	\$0.00	\$10,429.00
		<b>REDISTRIBUTE COST ALLOCATION ---&gt;</b>				<b>\$0.00</b>		<b>\$0.00</b>					
G011	113	ADMINISTRATIVE ASSISTANT IV	10	3	\$39,707.00	<del>\$11,507.00</del>	\$11,507.00	<del>\$226.04</del>	\$0.00	\$0.00	\$0.00	\$0.00	\$11,733.04
G012	113	ADMINISTRATIVE ASSISTANT III	8	5	\$36,271.00	\$36,271.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		<b>REDISTRIBUTE COST ALLOCATION ---&gt;</b>				<b>\$5,887.00</b>							
G018	113	CRIMINAL INVESTIGATOR II	14	1	\$50,487.00	<del>\$13,519.00</del>	\$13,519.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,519.00
		<b>REDISTRIBUTE COST ALLOCATION ---&gt;</b>				<b>\$8,444.00</b>							
G024	113	CRIMINAL INVESTIGATOR III	16	0	\$55,944.00	<del>\$16,203.00</del>	\$16,203.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16,203.00
					\$664,645.00	\$124,137.00	\$191,465.00	\$2,215.42	\$0.00	\$0.00	\$0.00	\$0.00	\$193,098.79

**Approval to redistribute the cost allocations to various full-time positions under HIDTA Task Force & Chapter 59, as highlighted above.  
All personnel actions pending CC approval.**