



HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: Tax Office #140

DATE: 04/11/2015

CURRENT POSITION TITLE: Deputy Clerk II

CURRENT SLOT #: #26

REQUESTED POSITION TITLE:
(For new positions or reclassifications)

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other DELETE

*Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount: \$ 37,145.00 \$ 0.0 \$ (37,145.00)
 Current Budgeted Salary Proposed Budgeted Salary Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Other No Budget Impact .

POSITION Type:

Full Time Employee Part Time Employee _____
Object 113 Object 114 Enter hourly rate for temp. positions
Full Time Temporary Part Time Temporary \$ _____
Object 121 Object 122 Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

Start Date End Date Working Days & Hours Hours Per Week Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE: FLSA:
Exempt Exempt
Non-Exempt Non-Exempt
N/A

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

After a careful review of Tax Office staffing needs, we are requesting to delete this position to create a Fraud Investigator position for the Tax Office
Fraud Department to assist in addressing fraudulent transactions .

NEW POSITION: Brief job description and attach a copy of the new job description.

See attached.

POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

n/a

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

See attached.

COMMENTS: (Any comments you wish to make regarding this request)

No Budget Impact.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation



1. Paul Villarreal Jr. PCC

4/11/2015

DEPARTMENT HEAD

DATE

FUNDING AVAILABLE IN DEPT. BUDGET

YES NO

2.  HUMAN RESOURCES DIRECTOR

4/21/2015

PERSONNEL PROCEDURES COMPLETED

YES NO

3.  DEPARTMENT OF BUDGET & MANAGEMENT

4/23/15

BUDGET PROCEDURES COMPLETED

YES NO

4. COMMISSIONERS COURT APPROVAL

DATE

NEW POSITION: Brief job description and attach a copy of the new job description.

See attached.

POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

n/a

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

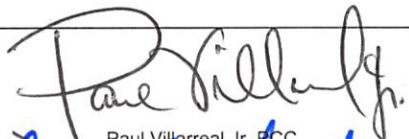
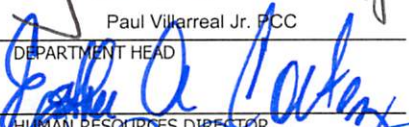
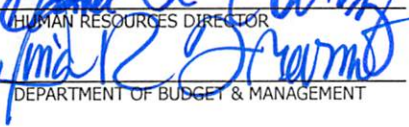
See attached.

COMMENTS: (Any comments you wish to make regarding this request)

No Budget Impact.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	 Paul Villarreal Jr. PCC DEPARTMENT HEAD	4/11/2015 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	4/10/2015 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	4/23/15 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		

HIDALGO COUNTY TAX OFFICE

FRAUD INVESTIGATOR

GENERAL DESCRIPTION

Performs moderately complex (journey-level) motor vehicle fraud investigative work; Work involves conducting investigations to prevent fraud and assisting with the prosecution of cases involving fraud; Works under general supervision, with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Conducts investigations of alleged violations of laws, rules, and regulations; investigates complaints of suspected fraudulent activity, such as vehicle ownership document fraud; odometer tampering/fraud; false/fictitious certifications, fraudulent obtainment of registration documents and certificates of title; and alteration of vehicle identification numbers

Assists federal, state and local law enforcement agencies; contacts and collaborates with county officials, law enforcement, attorneys, and/or federal officials to facilitate or assist with investigations and provide documentation of relevant facts

Responsible for enforcement of inventory assessment, and compliance with all state mandated state statutes

Performs field inspections to ensure compliance with County regulations in accordance with applicable Texas laws and enforce compliance with the Texas Penal Code

Conducts background and personal history investigations, reviews records, and verifies information

Investigates dealership premises, auctions and salvage/wrecker locations assumed to be participating in fraudulent motor vehicle activity

Prepares records, correspondence, and reports; complies detailed reports on fraud cases, and submits and discusses cases with police

Reviews the records of licensed dealer and vehicle recyclers for compliance with Texas Code provisions and departmental rules and regulations; investigates complaints and may testify at hearings relating to complaints involving dealers

May serve subpoenas and make arrests

Responsible for completion and assembly of cases, conduct and review case preparation for prosecution

May perform surveillance of suspects and assigned locations

Locates, interviews and obtains statements from witnesses and persons suspected of involvement in fraudulent activities

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Minimum of two (2) years of experience as a full-time peace officer, investigator, or related field

Graduation from an accredited four (4) year college or university with major course work in criminal justice or a related field

Two (2) years of experience may substitute one (1) year of education

Certificates, Licenses, Registration

Must have a current valid Texas motor vehicle operator's license

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

Must possess an intermediate Peace Officer Certification from the Texas Commission on Law Enforcement Officers Standards and Education

Knowledge, Skills, and Abilities

Knowledge of investigative principles, techniques, and procedures; and of court procedures, practices, and rules of evidence

Knowledge of the principles of identification and preservation of evidence relating to identification and motor vehicle document fraud; and the criminal statutes regarding theft, fraud, perjury, and conspiracy

Skill in the operation of technical equipment and detection devices

Proper use and properly care for firearms

Knowledge and understanding of the Texas Penal Code, Code of Criminal Procedures, Texas Department of Transportation Motor Vehicle rules and policies, and current case law

Ability to read, analyze and interpret the complex documents

Bilingual (Spanish and English) with the ability to converse fluently in both languages

Ability to think logically and objectively

Ability to plan, organize, and conduct investigations; to interpret and apply laws and regulations; to conduct interviews and gather facts; to evaluate findings; to prepare reports; and to testify in hearings and court proceedings

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

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

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County

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 required to sit and use hands to fingers, or feel objects, tools or controls. The employee is required to stand; walk; reach with hands and arms; and stoop, kneel

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision 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