



# COUNTY OF HIDALGO

## Department of Human Resources

Job Title: **SENIOR AUTO THEFT FRAUD UNIT INVESTIGATOR**  
Grade: 14

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*The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.*

### **GENERAL DESCRIPTION**

Performs highly advanced (senior-level) investigative work; Work involves planning, organizing, and conducting investigations relating to fraud concerning county matters. May plan, assign, and/or supervise the work of others; Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Oversees or conducts investigations of alleged violations of laws, rules, and regulations

Assists Federal, State and Local Law Enforcement agencies

Oversees or conducts background and personal history investigations, reviews records, and verifies information

Makes lawful arrests for violations of Laws for the State of Texas and local government ordinances and resolutions

Oversees or contacts and interviews witnesses and complainants

Oversees or evaluates and summarizes investigative findings

Reviews gathered and labeled evidence, photographs, fingerprints and will guard and transport prisoners

Oversees or examines, investigates, and analyzes the business activities of entities to ensure compliance with statutory standards and regulations

Testifies and presents evidence in formal hearings or court proceedings

Reviews and analyzes records and reports for compliance with laws and regulations

Reviews investigative techniques, policies, and regulations; and recommends improvements, changes, or modifications

Monitors the quality and quantity of investigations conducted

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Develops procedures for conducting investigations and trainings

May address and work with community groups to promote good public relations and to inform citizens on designated subject matter

Serves court papers, writs, subpoenas, summons, capias, felony and misdemeanor warrants, and makes arrests

May perform undercover or surveillance work regarding suspected violators

Ensures that the job functions mentioned above are properly performed by subordinate personnel

Performs related work as assigned

Hours may vary

## **EXPERIENCE AND EDUCATION**

Five (5) years of Law Enforcement experience as a full time peace officer and/or two (2) years of Auto Fraud investigative work experience

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

Master's Graduate from an accredited four (4) year college or university with major course work in criminal justice and/or must possess an Advanced or Master Peace Officer Certification from the Texas Commission on Law Enforcement Standards and Education

Two (2) years of experience may be substituted for one (1) year of education

## **CERTIFICATES, LICENSES AND REGISTRATION**

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

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

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

Must have diploma on the Auto Theft Specialized Training Courses Parts 1 & 2 from the Texas Department of Public Safety or from ABTPA

## **KNOWLEDGE, SKILLS AND ABILITIES**

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

Skill in the operation of technical equipment and detection devices

Proper use and properly care for firearms

Ability to read, analyze and interpret the complex documents

Bilingual (English/Spanish) 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; to testify in hearings and court proceedings; and to plan, assign, and/or supervise the work of others

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

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

## **WORKENVIRONMENT**

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 County of Hidalgo Accident Prevention Plan and department's safety regulations