

Listing Number: 476-16-14
Salary: \$53,500 - \$58,000/yr

Opening Date: 08/01/16
Closing Date: Until Filled
(Agency Use): _____

STATE AGENCY
JOB VACANCY NOTICE

POSITION TITLE: Deputy Director of Investigations CLASSIFICATION TITLE: Investigator V
CLASSIFICATION NUMBER/SALARY GROUP: 1354, B20 AGENCY: Texas Racing Commission
ADDRESS: 8505 Cross Park Drive #110, Austin, TX 78754 WORK LOCATION ADDRESS: Austin

REFER TO: Jim Blodgett By Appointment: Yes No TELEPHONE: 512 833-6699

NUMBER OF OPENINGS: 1 DURATION: Regular Part Time Hours/Week: 40

WEEKENDS YES NO TYPING: YES NO W.P.M. 35

TEXAS DRIVER'S LICENSE: YES NO Operator TRAVEL REQUIRED: YES NO

POSTING APPROVED BY:  DATE: 7/27/16
Executive Director

General Description:

Performs senior-level investigative duties pertaining to violations of the Texas Racing Act and the Texas Racing Commission rules. Work involves independently planning and conducting sometimes complex or unusual investigations with minimal supervision. Duties consist of supporting the Director of Investigations, ensuring the evidence is secure in civil and/or criminal matters, and providing testimonial presentation of such evidence in legal proceedings. Investigative activities will also involve interfacing cooperatively with Board of Stewards and Judges and liaison with other law enforcement agencies as circumstances dictate. Related investigations may be undertaken as directed by the Executive Director, Deputy Executive Director, or the Director of Investigations. Works under limited supervision with considerable latitude for use of initiative and independent judgment.

Essential Job Functions:

- Oversee and conduct investigations, interview witnesses, gather documents and other evidence, and prepare written case reports on violations of the agency's rules or the Texas Racing Act, including animal drug positives, criminal history records, human drug testing, illegal wagering activity, and other violations.
- Monitor the quality and quantity of investigations conducted.
- Develop procedures for conducting investigations.
- Conduct searches and seizures of racetrack facilities and occupational licensees for contraband.
- Supervise joint agency compliance inspection operations.
- Handle complaints as assigned.
- Inspect racetrack facilities for safety and security.
- Review incident reports and safety and security plans.
- Present cases on violations to Board of Stewards/Judges and provide testimony.
- Cooperate with other law enforcement agencies.
- Establish and maintain rapport with track management, occupational licensees, and the wagering public. Provide education as necessary on agency rules and the Texas Racing Act.
- Perform other tasks as assigned.

Minimum Education and Experience:

Graduation from an accredited four-year college or university with degree in criminal justice or related field. Experience may substitute for education. At least six years experience in law enforcement, investigative work, regulatory inspections, or similar law enforcement investigative experience. At least four years actual

investigative experience. Current certification as a peace officer by Texas Commission on Law Enforcement.

Knowledge, Skills, and Abilities:

Knowledge of laws of arrest, search and seizure, and rules of evidence.
Knowledge of Texas legal system process and general knowledge of Texas courtroom procedure.
Knowledge of Texas Penal Code, Code of Criminal Procedure, and drug laws.
Demonstrated skills in oral and written communications.
Computer literate and demonstrate sound report writing abilities.
Skill in interviewing persons and knowledgeable of investigative techniques to acquire evidence.
Ability to conduct independent investigations; collect and preserve evidence, interpret rules and regulations, prepare legal documents; give testimony in court and formal hearings; and supervise personnel as necessary.
Bilingual in English/Spanish preferred, but not required.
Supervisory experience preferred, but not required.
Ability to meet physical requirements that require frequent vehicle and air travel and performance of actual fieldwork at racetracks and on irregular terrain.
Will be expected to improve and maintain essential job knowledge by attending job related seminars, conferences, and other mediums of training, receiving at least of 40 hours of required TCOLE coursework.

MILITARY OCCUPATIONAL CODES:

The Military Occupational Specialty (MOS) codes applicable to this position are: IV, 401, INV, 5821, 5805, 7S0X1, 71SX, 58, 71

DISCLOSURE:

All Commission employees must undergo a criminal history background check. The Texas Racing Act contains additional provisions that set out causes for rejection of employment. (Will be provided upon request.)

HOW TO APPLY:

Submit a State of Texas Application for Employment referencing the above position number and title to: Texas Racing Commission, Attention: Jim Blodgett, PO Box 12080, Austin, TX 78711-2080. You may request an application from the Commission office at 8505 Cross Park Drive, Ste 110, Austin, 78754, phone (512) 833-6699, fax (512) 833-6907 or visit our website at <http://www.trc.texas.gov>. Resumes may be submitted in addition to, but not in lieu of, the employment application.