Listing Number: 476-17-01
Salary: $39,521 - $47,000/yr

Opening Date: 10/17/2016
Closing Date: Until Filled
(Agency Use): _____

STATE AGENCY
JOB VACANCY NOTICE

POSITION TITLE: Investigator

CLASSIFICATION TITLE: Investigator IV

CLASSIFICATION NUMBER/SALARY GROUP: 1353, B18

AGENCY: Texas Racing Commission

ADDRESS: 8505 Cross Park Drive #110, Austin, TX 78754

WORK LOCATION ADDRESS: San Antonio

REFER TO: Jim Blodgett

By Appointment: Yes X No __

TELEPHONE: 512 833-6699

NUMBER OF OPENINGS: 1

DURATION: Regular X Part Time ___

Hours/Week: 40

WEEKENDS YES X NO __

TYPING: YES X NO ___ W.P.M. 35

TEXAS DRIVER'S LICENSE: YES X NO___ Operator X

TRAVEL REQUIRED: YES X NO ____

POSTING APPROVED BY: _____ Executive Director

DATE: 10-18-16

General Description:

Performs complex (journey-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. Investigative activities will 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 general supervision with moderate latitude for use of initiative and independent judgment.

Essential Job Functions:

- Conduct investigations of alleged violations of laws, rules, and regulations, contact and interview witnesses, 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.
- Conduct searches and seizures of racetrack facilities and occupational licensees for contraband.
- 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 four 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 investigative principles, techniques, and procedures.
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.
Skill in oral and written communication.
Skill in the use of a computer and applicable software.
Skill in report writing.
Skill in interviewing persons and knowledgeable of investigative techniques to acquire evidence.
Ability to conduct independent investigations; to interpret and apply laws and regulations, to work with members of local, state, and federal agencies; to conduct interviews and gather facts; to evaluate findings; to prepare reports; preserve evidence, and to testify in court and formal hearings.
Bilingual in English/Spanish 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.

MILITARY OCCUPATIONAL CODES:

The Military Occupational Specialty (MOS) codes applicable to this position are: 31, 31B, 401, 023, INV, 5821, 7S0X1, 58, 71, Law Enforcement/Security

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.txrc.texas.gov. Resumes may be submitted in addition to, but not in lieu of, the employment application.