



Glenn Hegar Texas Comptroller of Public Accounts

Job Description

Comptroller - Corporal (00041572)

Organization: COMPTROLLER OF PUBLIC ACCOUNTS

Primary Location Texas-Austin

Work Locations:
208 East 10th Street
Austin 78701

Other Locations:

Job Management

Employee Status Regular

Schedule Full-time

Standard Hours Per Week: 40.00

Travel Yes, 50 % of the Time

State Job Code: 9882

Salary Admin Plan: C

Grade: 03

Salary (Pay Basis) 5,226.25 - 5,226.25 (Monthly)

Number of Openings 1

Overtime Status: Non-exempt

Posting Date Jun 13, 2024

Closing Date Ongoing

Description

Applications must be filed at

<https://capps.taleo.net/careersection/ex/jobdetail.ftl?job=00041572>

About the Comptroller's Office

Innovation, collaboration, and a commitment to excellence best describes the culture here at the Comptroller's Office. We take pride in the work we do serving as Texas' accountant, tax collector, treasurer, and much more!

Culture

Our agency workforce is as diverse as the people of Texas we serve. We value our employees and take very seriously our collective commitment to public service. Personal development opportunities are strongly encouraged through available workshops, teambuilding exercises, and on the job training. We offer flexible scheduling that helps employees maintain a healthy work-life balance. If you are seeking to gain knowledge, build your career, and network among goal-oriented professionals, this is the place for you!

Click [here](#) to see an inside look at the Texas Comptroller's office! Click [here](#) to see a video from the Criminal Investigation Division!

General description

Join the Texas Comptroller's Office of Public Accounts as a Corporal in the Criminal Investigation Division! Work involves performing law enforcement investigative work. Work involves conducting criminal investigations. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

Minimum Qualifications

- Graduation from an accredited four-year college or university with major coursework in accounting, business, criminal justice, or a related field is generally preferred.
- Experience in law enforcement work.

Substitution:

- Experience and education may be substituted for one another.

Licenses / Certifications:

- Must be certified as a Texas peace officer by the Texas Commission on Law Enforcement.
- Must possess a valid driver's license.

In this role you will:

- Investigate criminal offenses, obtain, and execute warrants, assist other law enforcement agencies, conduct undercover investigations, make arrests, and provide security.
- Locate, contact, interview, and take statements from witnesses, suspects, and those who may have knowledge of tax fraud.
- Evaluate, summarize, and prepare investigative reports for prosecution.
- Maintain case files and evidence.
- Manage investigative caseloads.
- Conduct administrative and criminal investigations and inspections, enforce agency regulations, collect, and evaluate evidence, and testify in hearings, trials, and other official proceedings.
- Prepare reports of investigations and criminal cases for prosecution and maintains records of investigative cases, evidence, and property.
- Confer with local, state, and federal law enforcement agencies to obtain or provide information concerning criminals and criminal activity.
- Work with county and district attorneys and/or federal prosecutors to respond to and to prepare for effective prosecution efforts.
- Testify in formal administrative and criminal court proceedings.
- Participate in joint initiatives with other governmental law enforcement agencies.
- May serve as field training officer.
- May provide guidance to others.
- Perform related work as assigned.

Qualifications**Have Knowledge of:**

- Police methods, criminal laws, and regulations.
- Investigative and law enforcement methods and practices.
- State and federal statutes and rules, including the Texas Penal Code and Texas Code of Criminal Procedure.
- Agency policies and procedures.

Skill in:

- Use and care of firearms and radio equipment.
- Use of physical and defensive tactics to make arrests.
- Interviewing techniques.
- Use of a computer and applicable software.
- Effectively conveying information and encouraging an exchange of ideas.
- Identifying, defining, and solving problems.

Ability to:

- Conduct investigations.
- Secure and process crime scenes.
- Collect and preserve physical evidence.
- Prepare concise reports.
- Prepare criminal cases for prosecution.
- Communicate effectively.
- Maintain confidentiality and protect the privacy of state employees, taxpayers, and other members of the public.
- Follow all agency confidentiality, privacy, and information security policies and procedures.
- Appropriately store, secure, and protect sensitive records and other confidential documents and data in accordance with the agency's certified Records Retention Schedule.
- Seek guidance and clarification from relevant agency specialists when potential confidential issues arise.
- Use discretion and appropriate judgement in communicating confidential and sensitive information.
- Work with others to achieve a common goal.
- Adjust to changing workplace demands.
- Meet the needs and expectations of internal and external customers.
- Effectively demonstrate skill and ability to perform the specific job duties and tasks as defined by a job description.
- Be dependable, meet deadlines and produce high-quality work.

Veterans:

To receive veteran's preference a copy of your DD214 (Member 4) is required.

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall within the essential duties of the job position or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications. All active duty, reservists, guardsmen, and veterans are encouraged to apply if they meet the qualifications for this position. Please call Human Resources, CPA Veterans Liaison at 512-475-3560/800-531-5441 for more information or assistance.

If selected for the position the following must be provided for proof of veterans' preference:

- Veteran must provide form DD 214
- Surviving Spouse or Orphan must provide DD 1300 or DD 214.

Military Occupational Specialty (MOS) codes that may correspond to the state classification title for this position are listed on the [State Auditor's Office Job Descriptions](#); click on the occupational category for the position. Additional MOS can be found at the State Auditor's Office [Military Crosswalk Guide](#).

The [Texas Veterans Commission](#) provides helpful employment information. Go to: <http://www.texasskillstowork.com>, <http://www.onetonline.org>, <https://hr.sao.texas.gov/CompensationSystem/JobDescriptions/> or www.careeronestop.org for assistance translating your military experience and training courses into civilian job terms, qualifications/requirements and skill sets.

Applications submitted through Work In Texas:

Work In Texas (WIT) applicants must complete the supplemental questions to be considered for the posting. To complete the supplemental questions please go to CAPPs Recruit to register or login and access your profile.

The Comptroller's Office is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity.

[Texas.gov](#) | [Statewide Search from the Texas State Library](#) | [State Link Policy](#) | [Texas Homeland Security](#)

Glenn Hegar, Texas Comptroller • [Comptroller.Texas.Gov](#) • [Contact Us](#)
[Privacy and Security Policy](#) | [Accessibility Policy](#) | [Link Policy](#) | [Public Information Act](#) | [Compact with Texans](#)