



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **AUTO THEFT FRAUD UNIT INVESTIGATOR I**
Grade: 10

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 complex (journey-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 general supervision, with moderate 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 certificate of title; and alteration of vehicle identification numbers

Assist 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

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 record 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 arrest

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

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

Performs related work as assigned

EXPERIENCE AND EDUCATION

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

One (1) year of experience as a full time peace officer or investigator

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

CERTIFICATES, LICENSES AND REGISTRATION

Must possess a Peace Officer Certification from the Texas Commission on Law Enforcement

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

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

KNOWLEDGE, SKILLS AND ABILITIES

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

Knowledge of principles of identification and preservation of evidence relating to identification and a 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 (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

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 additions 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 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.

SAFETYREQUIREMENTS

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