



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ASSISTANT HIDTA COMMANDER**
Grade: 19

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 supervisory (senior-level) criminal investigation work. Work involves assisting in supervising, planning, directing, and controlling operations and activities. Plans, assigns, and supervises the work of others. Employee will maintain an investigative caseload and will also be responsible for administrative duties as directed and or assigned. Works under minimal supervision, with extensive latitude for the use of imitative and independent judgment.

EXAMPLES OF WORK PERFORMED

Assumes all of the Commander's duties and responsibilities during the Commander's absence or at the direction of the Commander

Has executive management authority over all department field operations personnel, including asset forfeiture and intelligence research divisions

May also approve all operational plans and primarily ensures that the safety and well-being of the public, task force agents, covert operations, law enforcement personnel and targets are secured

Assists in implementing all local, state and federal rules and regulations to all operations and coordinate with other law enforcement agencies

Assist in supervising all local, state and federal law enforcement personnel within the purview of the task force responsibilities

Will assist in maintaining an accurate accounting of the Task Force's Confidential Funds account and follow the department and auditing policies

Mediates and attempts to resolve all problems caused by an operation or between local and federal agents

Assess' criminal/drug trafficking intelligence and evaluates it in order to determine risk factors

Provides tactical and strategic leadership to department personnel and covert civilian operatives

Coordinates the available local, state and federal resources for each operation and provides access to the local medical and emergency services during each operation

Maintains a high level of professionalism and quality ethical standards

Interview involved parties including suspects, witnesses and complainants; obtain and verify official statements

Conduct surveillance of drug suspects and related activities; patrol high risk and drug profile area; conduct undercover operations; collect evidence of crimes; organize and prepare case reports for prosecution

Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses; conduct internal investigations of white collar crimes and criminal violations committed by County personnel

Draft and serve civil citations, arrest warrants and other legal documents to ensure expediency in the legal process; testify in court or in front of a grand jury as requested

Maintain confidentiality in the performance of duties

Establish and maintain cooperative working relationships with those contacted in the course of work

Performs all other related duties as assigned

EDUCATION AND EXPERIENCE

Graduation from an accredited four (4) year college or university with a major in criminal justice, criminology, police science or related field

Eight (8) years of law enforcement experience required

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

CERTIFICATES, LICENSES AND REGISTRATION

Texas Peace Officer certification from the Texas Commission on Law Enforcement Officer (TCOLE)

Possession of an Advanced Certificate of Law Enforcement

Investigators use their own private vehicle and not a County car

Mandatory firearms qualification and physical training

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 police methods and techniques; of departmental programs; policies, and procedures; of civil and criminal laws; of court systems and procedures; and of budgetary planning and preparation

Must be able to use a computer with programs such as Microsoft Word, Excel and PowerPoint

Proper use and properly care for firearms

Ability to read, analyze and interpret the most complex documents

Ability to write speeches and articles using original or innovative techniques or style

Ability to make effective and persuasive speeches and presentation on controversial or complex topics to top management, public groups

Ability to work with mathematical concepts such as probability and statistical inference

Ability to define problem(s), collect data, establish facts, and draw valid conclusions

Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables

Must have criminal law and criminal procedure experience with particular reference to the apprehension, arrest and custody of persons committing misdemeanors and felonies including rules of evidence pertaining to the seizures and preservation of evidence

Must have Interview and interrogation techniques and methods

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

Specific knowledge of the following areas: Texas Code of Criminal Procedures, Texas Penal Code, Texas Family Code, child abuse and neglect, and/or business ethics and public law

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.

WORK ENVIRONMENT

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