



# COUNTY OF HIDALGO

## Department of Human Resources

Job Title: **HIDTA COMMANDER**  
Grade: 21

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*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 advanced complex supervisory (senior-level) criminal investigation work. Work involves planning and directing enforcement, investigative, and staff services activities; managing fiscal affairs and training staff. Plans, assigns, and supervises the work of others. Employee has extensive latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Plans and implements special and administrative assignments and programs

Plans, directs, reviews, and evaluates the registration, enforcement, and collective efforts of investigations

Coordinates and supervises training and technical assistance on compliance with agency policies, procedures, and applicable laws

Develops or oversees the development of the budget, policies, and procedures

Directs and coordinates administrative and operational activities

Enforces proper investigative and enforcement procedures

Establishes priorities in investigative and law enforcement activities

Prepares summaries and reports of the department/division activities

Represents the agency in planning and negotiations with federal, state, and local authorities

Will be responsible for accurate accounting of the Task Force's Confidential Funds account and follow the department and auditing policies

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

Presides over all briefings and debriefings of all operations

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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

Maintain confidentiality in the performance of duties

Performs all other related duties as assigned

### **EDUCATION AND EXPERIENCE**

Master's in criminal justice, criminology, police science or related field

Ten (10) 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 (TCOLE) required

Investigators use their own private vehicle and not a County vehicle

Possession of an Advanced Certificate of Law Enforcement

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 work with mathematical concepts such as probability and statistical inference

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