

TEXAS COMMISSION ON JUDICIAL CONDUCT



INVESTIGATOR IV

JOB DESCRIPTION

Performs advanced investigations of complex confidential cases. Work involves extensive reading and writing, preparing briefs and memoranda, conducting investigations and/or examinations, and preparing reports on findings relating to allegations of judicial misconduct. Works under general direction with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Conducts investigations of alleged judicial misconduct or incapacity and prepares memoranda and reports of findings.

Conducts investigations and examinations of alleged violations of laws, rules, and regulations while safeguarding confidentiality consistent with the agency's governing provisions.

Conducts background and personal history investigations and examinations, verifies information, and reviews records.

Works daily with the supervisory investigator and staff attorneys to develop investigative plans. Routinely responds to inquiries and explains agency procedures to complainants/prospective complainants.

Maintains a moderate caseload and is responsive to frequent contact from the public.

Prepares reports, recommendations, and memoranda for presentation to the Commission.

Conducts extensive interviews with potential witnesses and/or complainants.

Research complaint inquiries, advises staff and the Commission on recommendations.

Communicates verbally and in writing with state agencies, court personnel or outside entities as required.

Prepares records, correspondence, and reports; maintains data; and analyzes trends.

Presents testimony and evidence in informal/formal hearings.

Assists in preparing cases for presentation at hearings or in court and may testify as a witness.

Performs other work as assigned.

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Experience in investigative and examination work. Graduation from an accredited four-year college or university with major course work in the related field of assignment is generally preferred. Experience and education may be substituted for one another.

Excellent writing skills required. Extensive experience reporting investigative findings in writing.

Knowledge, Skills, and Abilities

Ability to prepare opinions and memoranda, and to interpret and apply laws, rules, and regulations relating to the agency. Knowledge of investigative and examination principles, techniques, and procedures. Knowledge of court procedures and practices.

Ability to conduct objective and dispassionate investigations.

Strong writing skills are required for this position.

Ability to use computer and computer programs, such as Word, Excel, PowerPoint, Outlook, Lexis.

Skill in the operation of technical equipment and detection devices. Ability to lift and carry document boxes or equipment up to 40 pounds.

Experience in legal research is desired but not required.

Proficiency in Spanish preferred.

Registration, Certification, or Licensure

Does not require licensure by the Texas Commission on Law Enforcement (TCOLE). Does not require private investigator's license.

STATE CLASSIFICATION INFORMATION

Salary Group/Class: B20/1354 Type: Full Time

Salary: \$70,000 Annually