

**PANHANDLE AUTO BURGLARY AND THEFT UNIT/POTTER COUNTY  
EMPLOYMENT OPPORTUNITIES**

**AN EQUAL OPPORTUNITY EMPLOYER**

**DEPARTMENT: PANHANDLE AUTO BURGLARY AND THEFT UNIT/SHERIFF**

**DIVISION: ENFORCEMENT**

**POSITION: INVESTIGATOR AUTO THEFT TASK FORCE**

**SUPERVISOR: AUTO THEFT COMMANDER**

**JOB DESCRIPTION:**

This is responsible, proactive, advanced investigative work. The primary responsibility is investigation of auto related crimes, following leads, developing leads, interviewing suspects and witnesses; working with confidential informants; and preparing cases for prosecution. Work is reviewed by supervisor through observation, oral and written reports. Work is indoors and outdoors in all kinds of weather. Work is in plain clothes. Work hours are dependent on type of investigation being conducted.

**EXAMPLES OF TASKS PERFORMED:**

1. Primarily responsible of investigations of all incidents and offenses involving auto related crimes.
2. Interviews suspects, witnesses, and takes affidavits and statements.
3. Processing of crime scenes
4. Follows any possible leads in attempts to bring cases to successful conclusions.
5. Recovers and books property; responsible to see that confiscated or impounded property is properly disposed of
6. Makes arrests.
7. Prepares and conducts search warrants.
8. Develops and works with confidential informants.
9. Testifies in court and grand jury.
10. Does surveillance work.
11. Works with outside agencies and assists outside agencies with investigations.
12. Performs related work as required.
13. Conducts vehicle and business inspections.

**PREFERRED QUALIFICATIONS:**

Possess an Intermediate Certification from TCOLE.

Qualified to perform 68A inspections.

Motor Vehicle Crime Prevention Authority or National Insurance Crime Bureau auto theft investigator certification.

**REQUIREMENTS:**

1. Must be a peace officer licensed by the Texas Commission on Law Enforcement in good standing.
2. Must never have been convicted of a Felony or a Class A misdemeanor.
3. Must not ever have been on court ordered community supervision or probation for any criminal offense above the grade of Class B misdemeanor or a Class B misdemeanor within the last ten years of the court order and never been convicted of a family violence offense.
4. Must possess a valid Texas driver's license; have and maintain a good driving record.
5. Must successfully pass required firearms qualification.
6. Must successfully complete a defensive driving course at least once every three years.
7. Must successfully complete mandated courses, including forty hours of law enforcement related training every biennium.
8. Ability to read and write the English Language
9. Ability to bend, lift, grasp, climb, use fine hand-eye coordination, push and pull, and endure long periods of standing or sitting.
10. Maintain wellness.
11. Ability to remain calm under stress.
12. Ability to understand and assist in solving Office related issues.
13. Ability to respond to pages, telephones, two-way radios, and other auditory stimulation.
14. Ability to evaluate and interpret information and to make independent decisions.

## **DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS**

- Considerable knowledge of modern police practices and methods
- Knowledge of applicable federal, state and local laws, particularly the laws of arrest and evidence
- Knowledge code of criminal procedure, government code, and DMV rules and regulations.
- Considerable knowledge of the principal techniques of interview and interrogation
- Ability to establish and maintain relations with members of other governmental agencies.
- Ability to work independently of direct supervision.
- Ability to develop and maintain good public relations.
- Ability to express ideas effectively, orally and in writing.

**APPLICATIONS WILL BE ACCEPTED UNTIL FILLED**

**POTTER COUNTY DOES NOT DISCRIMINATE ON THE BASIS OR RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISIONS OF SERVICES**