



OFFICE OF COURT ADMINISTRATION

Megan LaVoie
Administrative Director

JOB VACANCY NOTICE

Posting Date: July 26, 2022

Closing Date: Until Filled

Job Listing Identification Number: 15436948

State Class. No. and PayGroup: 1353/B18

State Job Title: Investigator IV

FLSA Status: Exempt Non-Exempt

Agency Job Title: Compliance Investigator

Location: Austin, TX

Monthly Salary Range: \$4,333.00 - \$5,000.00

Type of Job: Full Time Part Time

Remarks: Salary commensurate with experience.

Travel Required: Yes 20% No

Job Description:

Work primarily involves planning and conducting complex investigations to ensure statewide compliance with multiple judicial certification programs, standards, statutes, and rules for the Judicial Branch Certification Commission (JBCC). Specific duties include interviewing complainants, witnesses, and respondents to elicit pertinent facts; gathering relevant documents; analyzing factual and legal information; preparing detailed reports of investigation in the approved format; assisting prosecutors in preparing cases for resolution; testifying in administrative hearings, complaint review committee and commission meetings. Work is performed under the general supervision of the Compliance Manager with moderate latitude for independent judgment and use of initiative and independent judgment. The Investigator will perform other duties as assigned. Some travel may be required.

Essential Job Functions:

- Analyzes assigned cases to develop an investigative plan and conducts complex investigations of suspected violations of the certification program standards, statutes, and rules.
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- Conducts interviews of complainants, respondents, and all pertinent witnesses. Conducts follow-up interviews as necessary to clarify inconsistencies in statements or to fill in gaps in the information obtained.
- Conducts Internet research to secure identity, location, ownership, and other background information about individuals, court, and business entities.
- Upon the completion of each investigation, prepares a detailed and complete written report of investigation in the approved format, for referral to the complaint review committee and the JBCC.

- Assists attorneys in preparation of evidence for administrative hearings and informal settlement conferences.
- Provides testimony in complaint review committee meetings and JBCC meetings and administrative hearings.
- Participates in informal settlement conferences and other mediation efforts with legal staff.
- Pursues compliance activities to discover unlicensed activity and other violations of the law.
- Acts as a liaison with local, state, and federal agencies to enhance enforcement of judicial certification programs.
- Assists in educating the regulated industries and the public by responding to inquiries and making speaking presentations to groups as needed regarding judicial certification programs.
- Demonstrates a spirit of teamwork, offering positive and constructive ideas, encouragement, and support to other members of the staff, working with prosecutor and compliance team.
- Keeps management appropriately informed of ongoing investigations.
- Adheres to all Office of Court Administration (OCA) Personnel Policies and performs duties in accordance with the Certification Division procedures and guidelines.
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Minimum Qualifications:

- Graduation from an accredited four-year college or university with a major in criminal justice or in a related field, plus three (3) years of experience in investigations, inspections, enforcement, and/or administration of a governmental regulatory program required.
- Additional experience directly related to job duties may substitute for education on a year-for-year basis.

Preferred Qualifications:

- Bilingual in Spanish/English language.

Employment Conditions:

- Regular attendance required. Some travel may be required.
- Must sit for extended periods of time.
- May talk on phone an extended period.
- Requires some lifting up to 50 pounds occasionally.

Note:

The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met.

783X, INV, 5819 5821, 715X

Additional Military Crosswalk information can be accessed at

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ComplianceInspectionandInvestigation.pdf

To Apply:

All applications for employment with the Office of Court Administration must be submitted electronically through www.WorkinTexas.com. Applications must be complete, including start and end dates of work experiences. Following a screening of applications, interviews of qualified applicants who have submitted a **completed state application** will be scheduled. Only applicants interviewed will be notified of their selection or non-selection.

An applicant's response to the question regarding Former Foster Youth on the state application is optional if you are applying for employment with the Office of Court Administration.

The Office of Court Administration is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated to Human Resources. 1-800-RELAY TX (for hearing impaired).

The Office of Court Administration participates in E-Verify and will provide the Social Security Administration, and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.