

JOB VACANCY NOTICE

Texas Lottery Commission
P.O. Box 16630, Austin, Texas 78761-6630
Telephone: (512) 344-5000

Investigator VI

Posting Number: 090111

Posting Date: 9/13/2011

Closing Date: 9/27/2011, 5:00 p.m.

Salary: B22, \$50,002 - \$56,000/yr.

Number of Vacancies: 1 Full Time

FLSA Status: Non-exempt / Investigator VI (1355)

Division: Enforcement

Work Location Address: 611 East 6th Street, Austin, TX 78701

Refer to: Human Resources

Telephone: (512) 344-5333

**** Note: This position does not work as a commissioned peace officer. ****

Job Summary:

Performs advanced (senior-level) investigative work. Work involves planning, organizing, and conducting investigations and examinations involving possible violations of the State Lottery Act and the Bingo Enabling Act, and, in particular, administrative violations. Performs law enforcement activities related to the Texas Lottery Commission. Prepares reports on findings and recommendations. May plan, assign, and/or review the work of others. Works under minimal supervision with considerable latitude for the use of initiative and independent judgment. Works under the direct supervision of the Enforcement Division Director.

Minimum Qualifications:

- High School graduate or GED is required.
- Graduation from an accredited four-year college or university with a degree in criminal justice, legal studies, government, public administration, business, accounting, finance, or a related field is required. (Related law enforcement or investigative work experience, in excess of the required five years, may substitute for college on a year-for-year basis.)
- Five years experience in investigative work is required.
- Willingness to work irregular hours including weekends, holidays, and nights as required.
- Willingness to travel up to 50% is required.
- Must possess a valid Class C driver's license.
- Experience conducting investigations of fraud-related crimes is preferred
- Experience conducting individual and business research using both public and proprietary computer databases is preferred.
- Experience with Microsoft Windows operating systems, Microsoft Word, Microsoft Excel, Microsoft Power Point, Microsoft Access, and computerized case managements systems is preferred.

Knowledge, Skills, and Abilities:

- Knowledge of state and federal laws, regulations and requirements related to State Lottery and Charitable Bingo activities.
- Knowledge of state and federal laws, regulations and requirements related to corporate organization, finance, stocks and bonds.
- Knowledge of the Texas Penal Code, Code of Criminal Procedures, Bingo Enabling Act, and State Lottery Act.
- Knowledge of local, state, and federal laws and regulations relevant to law enforcement.

- Knowledge of the principles and practices of public administration and management.
- Knowledge of investigative principles, techniques, and procedures and of court procedures, practices and rules of evidence.
- Knowledge of legal practices and terminology and of spelling, punctuation, sentence structure, and grammar.
- Skill in operating technical equipment and detection devices.
- Strong skills in organization, work prioritization, and time management.
- Excellent written and verbal communication skills.
- Ability to identify problems, evaluate alternatives, and implement effective solutions.
- Ability to plan, organize, and conduct investigations.
- Ability to conduct interviews, gather facts, and evaluate findings.
- Ability to testify in hearings and court proceedings.
- Ability to interpret and apply agency laws, rules, policies, and procedures.
- Ability to exercise good judgment in appraising situations and making appropriate decisions.
- Ability to analyze and process sensitive information and maintain strict confidentiality.
- Ability to gather and organize information and prepare reports.
- Ability to meet and deal tactfully and effectively with others, both in person and on the telephone.
- Ability to handle multiple tasks and to work well in stressful situations under strict deadlines.
- Ability to establish and maintain effective working relationships with Commission management, other Commission employees, and the general public.

Physical and Mental Requirements:

- Ability to stand or sit for extended periods of time.
- Ability to travel via rental or personal vehicle.
- Ability to operate standard office equipment and computer software.

Essential Job Functions:

- **Oversees and/or plans, organizes, and conducts investigations and examinations of alleged violations of laws, rules, and regulations:**
 - Oversees or plans, organizes, and conducts thorough investigations into alleged violations of laws, rules, and regulations involving the Texas Administrative Lottery Codes, Bingo Enabling Act, and Penal Code.
 - Conducts criminal white-collar investigations involving business transactions.
 - Identifies, contacts, and interviews potential witnesses and complainants.
 - Evaluates and summarizes investigative findings; prepares detailed investigative reports and other reports; and prepares correspondence related to investigations.
 - May perform undercover or surveillance work to document allegations regarding suspected violators and may participate in the apprehension and prosecution of violators.
- **Oversees and/or conducts background investigations, and conducts in-depth business and legal research and analysis:**
 - Oversees and/or conducts detailed background investigations of licensing applicants, contracted vendors in accordance with statutory standards, regulations, policy and procedure.
 - Analyzes financial documents and filings and Securities and Exchange Commission filings such as registration statements, prospectuses, and other financial documents concerning the activities of public traded corporations and their affiliates.
 - May examine, investigate, and analyze the business activities of entities to ensure compliance with statutory standards and regulations, and to determine initial or current eligibility of assigned Lottery vendors and contractors, Bingo equipment manufacturers and distributors.
 - Reviews and researches legal aspects of investigations, recommending action as appropriate.
 - Conducts research of available data sources and provides prompt assistance to internal departments and divisions, and to other law enforcement and regulatory agencies.
- **Develops division policies and procedures, and reviews investigative techniques, policies, procedures, and regulations, recommending improvements or modifications as appropriate.**
- **Testifies and presents evidence information in formal hearings or court proceedings.**
- **Audits and analyzes records and reports for compliance with agency law and rules.**
- **Responsible for collection, preservation, and chain of custody of any and all evidence related to possible administrative or criminal violations.**
- **Develops and conducts appropriate training and may conduct educational presentations.**
- **Performs related duties and special projects as assigned.**

HOW TO APPLY:

Each position applied for must have a separate State of Texas Application for Employment submitted referencing the above position number and title by application deadline to:

Texas Lottery Commission
Human Resources Department
Post Office Box 16630
Austin, Texas 78761-6630

This application may be obtained at the Lottery Headquarters, any Lottery Claim Center, or Texas Workforce Commission offices throughout the State. A completed State of Texas Employment application must be received in our Human Resources office or any Lottery Claim Center statewide by 5:00 p.m. on closing date.

Applications submitted via express or overnight delivery mail services should be mailed to the following address:

Texas Lottery Commission
Attention: Human Resources
611 East 6th Street
Austin, Texas 78701

Applicants are solely responsible for timely delivery of applications by the deadline.

Proud of Our Diversity - Committed to Equal Employment Opportunities

Applications are not accepted unless submitted for a particular position. Only applicants who are invited to interview for the position will be advised of the outcome of the selection process. Tele-conferencing or video-conferencing may be provided for distant interviewees. Selection for the position will be subject to an extensive criminal background investigation. In accordance with legislation effective September 1, 1999, male candidates aged 18 to 25 are required to show proof of selective service registration (or exemption) prior to an offer of employment. Such proof is not required to be filed with an application but must be provided upon request by the Human Resources office. The State Lottery Act contains provisions that set out causes for rejection if applicable. All positions serve at the will of the Executive Director. Job line information is 344-5333 in Austin. Long Distance callers may dial 1-800-395-JOBS (5627). Persons with a disability needing special services should call 512-344-5000 three (3) days in advance so that appropriate arrangements can be made.