

Texas Funeral Services Commission
Job Posting
April 10, 2023

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| Title: | Investigator III | Closing Date: | May 6, 2023 |
| Salary: | \$57,180.00 | Job Posting Number: TWC Job Number | FY-2023-07 16766833 |
| Location: | Open | Travel: | None |
| Division: | Enforcement | Reports To: | Executive Director |

JOB SUMMARY

Performs routine (journey-level) investigative work for the Texas Funeral Service Commission (TFSC). Work involves coordinating and conducting investigations of alleged violations, including gathering documentation, interviewing witnesses and formalizing investigative reports. Testifies and presents evidence of any alleged violation in hearings and court proceedings. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Reports to the Executive Director. **Lo**

ESSENTIAL FUNCTIONS

1. Conducts investigations of alleged violations of laws, rules, and regulations.
2. Contacts and interviews potential witnesses and complainants.
3. Obtains, verifies, and records evidence and documents for use in investigations.
4. Evaluates and summarizes investigative findings.
5. Prepares records, correspondence, and reports; assists in making recommendations for action based on investigative results.
6. Assists in preparing the presentation of evidence for administrative hearings or court proceedings.
7. Presents testimony and evidence at administrative hearings or court proceedings.
8. Maintains complex paper and electronic filing system for complaints and investigations.
9. Enters data of disciplinary information on licensees in database.
10. May make recommendations for changes in statute, rules or policy and procedures.
11. Adheres to all TFSC's personnel policies and division procedures.
12. Performs other work as assigned.

MINIMUM QUALIFICATIONS

1. Associate's degree from an accredited college with coursework in criminal justice or a related field. Additional full-time wage earning experience may substitute for the education on a year for year basis.
2. Two (2) years of full-time wage earning experience in compliance monitoring or investigative work.
3. Previous work experience in a Texas licensing or regulatory agency preferred.

Military Occupational Specialty Codes for this position maybe found on the SAO Military Crosswalk:

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

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of TFSC regulatory functions.
2. Knowledge of investigative principals and techniques.
3. Ability to conduct investigations; to interpret and apply laws and regulations; to work with members of local, state, and federal agencies; to conduct interviews and gather facts; to evaluate findings; to prepare reports; to testify in hearings and court proceedings.
4. Ability to explain technical information in a simple, clear and concise manner.
5. Ability to effectively communicate in person and in writing.

HOW TO APPLY

Applicants must submit a completed State of Texas Application with all requested information. Incomplete applications will not be considered. A resume may be submitted to supplement the State of Texas Application. **A resume submitted in lieu of the application will be rejected. Additionally, an application with “see resume” within the summary of experience is considered incomplete and will be rejected.**

The Texas Funeral Service Commission accepts the State of Texas applications only for posted vacancies. Applications must be received by 5:00 p.m. CST on the closing date.

Applications may be submitted thru WORKINTEXAS or by mail to:

Texas Funeral Service Commission
ATTN: Human Resources
1801 Congress, Ste. 11-800
Austin, Texas, 78701

Only applicants selected for an interview will receive notice of selection results.

OTHER INFORMATION

A criminal background check is required for applicants who are selected for a position.

The State of Texas requires all males who are 18 through 25 to register with the Selective Service to present either proof of registration or exemption from registration upon hire.

TFSC is an employment at-will organization and there is no implied contract of employment. The agency's hiring process, policies, procedures, and employee handbook do not constitute terms of an express or implied employment agreement.

Federal law requires new employees to present proof of identity and eligibility to work in the United States.

Veterans' and former foster youth employment preferences are granted as required by law.

Applicants requiring special accommodations should contact Human Resources at 512.936-2474.

The Texas Funeral Service Commission is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, genetic information, or status as an individual with a disability or protected veteran in its hiring and recruitment process.