

Job Title	TFS Law Enforcement Investigator I
Job Code	
Exempt Status	Non-Exempt
Position Status	
EEO Classification	

Job Summary

The TFS Law Enforcement Investigator I, under general supervision, investigates and enforces Forest and Natural Resources State Laws for the Texas A&M Forest Service.

Essential Duties and Responsibilities

- Works statewide investigating felony and misdemeanor fire cases and timber theft investigations.
- Educates landowners, internal security, facilities security, State Property Offenses, and Liability Risk Pool Accident Investigations.
- Educates employees and local responders on scene preservation and basic cause of fire determination.
- Assists other departments with hazard responses and wild fire suppression.
- Manages and accounts for credit cards in accordance with applicable laws, policies, rules, procedures, and guidelines.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education – High school diploma or equivalent combination of education and experience.

Experience – Must complete Police Academy within first six months in position or one year of related experience in felony and misdemeanor prosecutions, as well as experience testifying in court cases.

Knowledge of – Knowledge of word processing, spreadsheet, and database applications. Knowledge of court systems and district attorney procedures.

Ability to – Ability to multitask and work cooperatively with others. Strong verbal and written communication skills. Strong investigation and interrogatory skills.

Licensing / Professional Certification – Texas Commission on Law Enforcement Basic (TCOLE). Valid driver's license.

Physical Requirements – None.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervision of Others

This position generally does not supervise employees.

Other Requirements

- Work beyond normal business hours and/or work on weekends.
- Travel required.
- Emergency response will be required. Must be able to report to Dispatch office within 30 minutes.
- Emergency response may result in exposure to stressful situations for extended periods of time.