Job Posting: TBVME18-01  
Classification Title: Investigator IV  
Openings: One (1)  
Position Title: Field Investigator  
Salary Group: B18  
Posting Date: August 1, 2017  
Monthly Salary Range: $3,333 – 4,167  
Close Date: Open until filled  

Note: The applicant selected to fill this position may not have a start date before September 1, 2017, or until the state hiring freeze is lifted.

Important notice: Please read before you apply.
Veterans’ Preference:
To receive veterans’ preference, applicants must provide at least one of the following documents with their State of Texas Application:
- a copy of the DD 214, member #4;
- a statement of compensation from the Veterans Benefits Administration; or
- a copy of the DD 1300.
The following Military Occupational Specialty codes are generally applicable to this position:
- Air Force: 7S011, 7S031, 7S071, 7S091, 7S0X1
- Army: 31D
- Coast Guard: 401
- Marines: 5821
- Navy: 2002
- Additional Military Crosswalk information can be accessed at:
  - http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf

GENERAL DESCRIPTION:
Performs complex investigations and inspections related to the administrative enforcement of the Veterinary Licensing Act and related rules. Duties involve: investigating alleged violations of laws, rules and regulations pertaining to veterinary practices under the jurisdiction of the Board; the preparing of factual reports; advising professionals in the application of the Veterinary Practice Act, Board Rules, and other laws and rules related to the practice of veterinary medicine; conducting inspections of licensees; and verifying compliance with the laws and rules relating to the practice of veterinary medicine. Works under the general supervision of the Director of Enforcement. Exercises independent judgment and discretion in conducting investigations.

DUTIES AND RESPONSIBILITIES:
1. Conducts complex and extensive investigations of reported and suspected violations of statutes, rules or regulations.
2. Identifies, gathers, and examines records of individuals regulated by the Board.
3. Prepares comprehensive and detailed reports; maintains data and investigative files in an orderly and complete manner.
4. Identifies and interviews complainants, respondents, and potential witnesses; takes and prepares statements in affidavit form and prepare reports of activities.
5. Collects facts and evidence and prepares cases for presentation to the Executive Director for Board action, and/or local law enforcement officials.
6. Under supervision of the Director of Enforcement, prepares cases for trial or administrative hearing and testifies for the State where legal action is necessary.
7. Plans and performs inspections to verify compliance with laws and rules related to the practice of veterinary medicine.
8. Establishes liaison with local, state, and federal agencies and assists in the education of the public about agency functions.
9. May perform surveillance of individuals suspected of violating the Veterinary Licensing Act and/or the Rules of Professional Conduct.
10. Coordinates with other law enforcement and administrative agencies in securing compliance with applicable laws.
11. Performs related duties as assigned.

MINIMUM QUALIFICATIONS:
Prefer graduation from a four-year college or university. Should have a minimum of three years of investigative experience, preferably in the field of professional/occupational or other government regulation. Training in areas related to investigations, administrative law and procedures, and rules of evidence desirable. Relevant investigative experience will be considered in lieu of graduation from an institution of higher education. Spanish speaker preferred. Law enforcement license (TCOLE) preferred.

KNOWLEDGE, SKILLS AND ABILITIES:
Knowledge of government regulatory functions. Experience in administrative, civil, or criminal court proceedings preferred. Knowledge of federal and state narcotic laws, and related rules/regulations desirable. Must be skilled in interviewing and investigative techniques. Must have the ability to plan course of action to meet changing situations; to determine and report facts; to gather information and evidence; to interpret and explain pertinent provisions of laws and regulations; to become familiar with legal proceedings and documents; and to communicate effectively with both professional and non-professional persons. Must have the ability to investigate complex complaints by personal contact and examination of records, evaluate evidence, and explain rules and regulations. Must be able to prepare legal and investigative documents, give testimony in court, and consult with professional persons and witnesses. Must have the ability to write concise, accurate reports and present information accurately and concisely, both orally and in writing. Must be able to meet the physical requirements of the position, which may include 30% travel, some on short notice, and performance of actual fieldwork at various sites, and on irregular terrain, in varied weather conditions. Must be able to provide own transportation. Must have computer knowledge and ability to use word processing and PC office information systems in a Windows environment.

Equipment/Software Used in Performing Essential Functions:

Working Conditions:
Climate controlled office environment.

Working Location:
Home-based in the Dallas-Fort Worth metropolitan area.

Travel:
30% of the time

Contact With Others:
Communicates with a wide range of people by phone and in person as well as in writing on a daily basis.

To Apply:
Complete a State of Texas Application form and submit it to:
NOTE: A criminal history check will be conducted on the primary candidate recommended for the position. Applicant will be required to furnish birth date and possibly SSN for this purpose.

The Texas Board of Veterinary Medical Examiners is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in recruitment, selection, appointment, training, promotion, retention or any other personnel action or deny any benefits or participation in programs or activities which it sponsors. Applicants should communicate requests for disability-related accommodations during the application process to our Human Resources Office at (512) 305-7563.

Proof of Identity and Eligibility to Work in the United States: The Immigration Reform and Control Act of 1986 requires all new employees to present proof of identity and eligibility to work in the United States. TBVME also utilizes the U.S. Department of Homeland Security (DHS) E-Verify system to verify identity and employment eligibility of each newly hired employee.

Selective Service Requirement: 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.