



Working title: Investigator V

Class title: Investigator V

Posting No.: 0903-26

Opening Date: 10/07/2025

Closing Date: Open Until Filled

Location: Bush Building, 1801 Congress Ave. Austin, TX 78701

Class Code: 1355

FLSA: Non-exempt

Salary Group/Salary: B22, \$57,614.04- \$70,000.08/yr.

Division: Enforcement

Number of positions: 2

General Description

Performs advanced (senior-level) investigative work. Work involves planning, organizing, and conducting investigations and examinations involving possible criminal and administrative violations of the State Lottery Act and the Bingo Enabling Act. Performs law enforcement activities related to the Texas Department of Licensing and Regulation – Lottery and Charitable Bingo Division. 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 Manager, Investigations. ****Note** This position does not work as a commissioned peace officer.**

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 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 and information in formal hearings or court proceedings.**
- **Audits and analyzes records and reports for compliance with agency laws 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.**
 - May act as division representative on agency committees.
 - May be assigned to act as signature authority and to perform the duties of the Manager, Investigations in his/her absence.
 - May respond verbally and in writing to questions, concerns, and complaints from the public.

Required and Preferred 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% for job-related purposes is required. Use of rental or personal vehicle for work related travel is required in compliance with State and Agency travel rules and procedures.
- Must possess a valid Class C driver's license.
- Experience conducting investigations of fraud-related crimes is preferred.
- Experience conducting investigations of Regulatory or Administrative Rules violations is preferred.
- Experience conducting individual and business research using both public and proprietary computer databases is preferred.
- Experience with computerized case management systems is preferred.
- Experience with Microsoft Office 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 operate standard office equipment and computer software.
- Ability to manually lift up to thirty (30) pounds.

Military Occupational Specialty Codes:

Veterans, Reservists, or Guardsmen with a MOS or additional duties or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are encouraged to apply.

Additional Military Crosswalk information can be accessed at:

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

HOW TO APPLY

State of Texas applications may be submitted electronically through the Texas Workforce Commission's workintexas.com online system by the closing date stated on the job posting. Applications may also be downloaded through TDLR's website

https: <https://www.tdlr.texas.gov/careers/> and emailed to jobs@lottery.state.tx.us or faxed to 512-344-5240. Applications submitted via email or fax must be received by 5:00 p.m. of the posting's closing date. When a job posting is listed as "Open Until Filled", it is best to apply as quickly as possible, as the posting may close or be placed on hold at any time with or without prior notification. Applications will NOT be accepted via mail or hand delivery. Incomplete applications will not be considered. A resume in lieu of application will be rejected. Additionally, an application with "see resume" within the summary of experience is considered incomplete and will be rejected. Submit a copy of degree if in lieu of experience/skills requirement. To receive Military Employment Preference for any position, submit a copy of the DD214 or DD1300 with application. Applicants are solely responsible for timely delivery of applications by the deadline. All applicants must submit a thoroughly completed application, answering all applicable questions. Applications must contain complete job histories, which includes job title, dates of employment, name of employer, supervisor's name and phone number and a description of duties performed. If this information is not submitted, your application may be rejected because it is incomplete.

SELECTIVE SERVICE REGISTRATION

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.

E-VERIFY

This employer participates in E-Verify and will provide the Social Security Administration (SSA) and if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

In compliance with the Americans with Disabilities Act (ADA), TDLR will provide reasonable accommodation. If you are scheduled for an interview and require reasonable accommodation in the interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request.