



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 667.1

Job Title: **PUBLIC LOSS INVESTIGATOR**

Pay Grade: 22

GENERAL SUMMARY:

Secures evidence of theft or damage to City and/or department property and facilities. Investigates reports of criminal or employee misconduct.

RESPONSIBILITIES:

- Investigates reports of illegal or improper use, diversions or theft of City and/or department materials or tools.
- Gathers and submits evidence in cooperation with the Houston Police Department's Public Integrity Review Group for the purpose of issuing complaints for criminal prosecution; signs these complaints as complaining witness.
- Contacts the Houston Police Department or other law enforcement agencies for the purpose of furnishing or obtaining information concerning damage, theft or misuse of City and/or department facilities.
- Contacts the Houston Police Department or other law enforcement agencies for assistance and determines whether an arrest should be made or a citation issued.
- May act as a witness in court cases.
- Performs other related duties when requested.

SPECIFICATIONS:

KNOWLEDGE:

Requires an Associate's degree in Criminal Justice, Accounting, or a related field.

License: Requires a valid Texas Driver's License and compliance with the City of Houston's policy on driving.

EXPERIENCE:

Four years of professional experience in law enforcement and/or investigating public loss at the corporate level are required.

Pertinent professional experience in law enforcement and/or investigating public loss at the corporate level may be substituted for the above educational requirement on a year-for-year basis.

A Bachelor's degree in Criminal Justice, Accounting, or a related field may be substituted for the education requirement and two years of the experience requirement.

SPECIFICATIONS: (continued)

COMPLEXITY:

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and precedents, and in adapting standard methods to fit facts and conditions.

IMPACT OF ACTIONS:

Errors could lead to moderate expenses and inconveniences. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

PHYSICAL EFFORT:

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above description.

JOB FAMILY:

Public Loss Investigator

Senior Public Loss Investigator

Effective Date: March 1997

Revised Date: November 2001