

TEXAS



REAL ESTATE COMMISSION

APPRAISER LICENSING & CERTIFICATION BOARD

**JOB VACANCY ANNOUNCEMENT
(REAL ESTATE INVESTIGATOR)
Standards & Enforcement Services Division**

Job Posting Number:	1602-06-SES	Monthly Salary:	\$3,800-4,000.00
State Classification:	B18	Class No., Group:	1353
Location:	Austin /San Antonio/South Texas (may office out of employee's home)	FLSA Status:	Nonexempt
Work Week:	Monday-Friday, 40 hours/week (flex schedule may be possible after first evaluation)	Travel:	25%. Must provide own reliable transportation.
Posting Date:	February 8, 2016	Closing Date:	Until Filled
Job Summary:	Investigates violations of The Real Estate License Act, Commission Rules, RSC and Timeshare Acts, Chapter 1102, Texas Occupation Code (relating to inspectors). Work involves complex investigative work.		
Minimum Education:	Bachelor's degree from an accredited four year college or university. Experience can substitute for education on a year for year basis.		
Required Experience:	<ul style="list-style-type: none">• Minimum three years work experience as an investigator or in a related field, which included analysis and report writing as an essential function of the position or substantial and relevant real estate experience.• Valid driver's license (must be maintained throughout employment).		
Job Duties:	<ul style="list-style-type: none">• Conduct investigations of complaints and file well-written, grammatically correct, and comprehensive investigative reports which may include document evidence.• Interview witnesses and parties to the complaint in person and by phone.• Maintain and manage a caseload of pending investigations.• Testify at administrative hearings and assist staff attorneys in preparation for hearings• Acquaint the general public, license holders, attorneys, and others with provisions of The Real Estate License Act, Commission's Rules, and agency policy and procedure.• File and research documents at city, county, and state offices.• Perform other duties as assigned.		
Knowledge, Skills and Abilities:	<ul style="list-style-type: none">• Knowledge of general real estate industry practices.• Effective verbal and written communication, human relations and organizational skills.• Effective grammar, spelling, punctuation and editing skills.• Skill in providing excellent customer service to both internal and external customers.• Skill in operating a personal computer with word processing, database, spreadsheet and presentation software.• Skill in applying tact and diplomacy with others to gain cooperation and compliance.• Ability to effectively investigate complaints of administrative law violations.• Ability to communicate effectively both verbally and in writing.• Ability to travel to interviews, hearings, and court proceedings.• Ability to testify in hearings and court proceedings.• Ability to plan, organize, and work independently with minimal supervision.• Ability to work effectively with other employees and the general public.• Ability to interview and communicate effectively by phone and in person with complainants, respondents, and witnesses.		
Preferred Qualifications:	<ul style="list-style-type: none">• Minimum five years of experience as an investigator or in a related field, which included analysis and report writing for a governmental entity.• Real Estate experience and/or current Texas Real Estate license. (License must be placed on inactive status while employed with the agency.)• Knowledge of general legal practices/procedures.		

JOB VACANCY ANNOUNCEMENT
(REAL ESTATE INVESTIGATOR)
Standards & Enforcement Services Division
(Continued)

Additional Requirements: If you are granted an interview, you will also need to provide three references, a writing sample of 10 pages or less (it can be an excerpt), and any college transcripts.

Environmental & Physical Conditions: Normal office work environment, mostly sedentary in nature. May involve walking; standing; remaining stationary for long periods of time; pulling and pushing; kneeling, stooping and bending; and safely lifting and carrying items weighing up to 30 pounds. Work involves extensive telephone usage and repetitive hand/wrist/finger motions while using the computer.

Military Crosswalk information: http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_InspectorsandInvestigators.pdf

To Apply: Submit a complete (no blanks) State of Texas Employment Application, resume, and cover letter detailing how your experience ties to the duties of the position to: human.resources@trec.texas.gov or 512-936-3547 (fax) or via WorkinTexas.

Contact: Human Resources at 512-936-3604

Texas Real Estate Commission:



Texas Appraiser Licensing and Certification Board:



TREC/TALCB is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in employment or in the provision of services. Applicants should communicate requests for disability-related accommodations during the application process to Human Resources. 1-800-RELAY TX (for hearing impaired).

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

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.

Applicants who possess a valid Texas Real Estate License will be required to place their license in an "Inactive" status.

Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed application.