

EASTLAND COUNTY

JOB DESCRIPTION

Position Title: Investigator Department: 91st Criminal District Attorney

Reports To: 91st Criminal District Attorney Salary Range: \$46,654

Non-exempt Full-Time Position

Position Summary: Under the direction of the 91st Criminal District Attorney, this position provides investigative support to the District Attorney's Office. The Investigator assists attorneys with case preparation for crimes and incidents prosecutable under the laws of the State of Texas and assists in the courtroom during court proceedings. This position requires effective collaboration with law enforcement agencies in the preparation and prosecution of criminal cases. The incumbent must be eager to work, willing to interview witnesses in the field, investigate criminal cases, make arrests, and serve paperwork.

Essential Job Functions (listing most important first):

- Conducts in-depth investigation of assigned cases and assists attorneys in gathering pertinent data, statements and evidence
- Assists attorney(s) in preparation for trials, court and disposition of cases
- Locates witnesses and/or victims, conducts interviews, takes statements, secures cooperation and coordinates witness preparation for attendance at court proceedings
- Researches individuals including victims and witnesses, properties and evidence
- Serves subpoenas and executes arrest warrants and court orders
- Prepares reports of work progress on assigned cases, monitors cases for completeness and identifies needed follow-up
- Secures and reviews physical and electronic evidence including video, audio and photographic recordings while maintaining proper chain of custody
- Assists attorneys in the courtroom with the presentation of evidence
- Fulfills discovery requests from defense attorneys by compiling and producing case related materials
- Identifies Brady material or Brady evidence and immediately communicates the finding to a prosecutor
- Serves as liaison with various law enforcement agencies and responds to requests for assistance as necessary
- Ensures the safety and security of the District Attorney's Office
- Maintains firearms qualification as required
- Conducts routine maintenance and needed repairs on County issued vehicle to ensure vehicle is operating safely
- Regularly attends training specific to duties and responsibilities
- Requires regular attendance at work, on time and as scheduled

EDUCATION

- High School Diploma or a GED Certificate
- TCOLE Certified Peace Officer, or a retired peace officer in good standing eligible for active commission
- Valid Texas Driver License
- Ability to pass post-offer, pre-employment physical exam, psychological exam, drug screening and in- depth criminal background check

EXPERIENCE

- Ten (10) years or more of direct law enforcement investigative experience preferred

REQUIRED SKILLS

- Knowledge of the Texas Penal Code and Code of Criminal Procedures
- Knowledge of investigative techniques
- Knowledge of practices, procedures and legal terminology related to legal offices and the Court system
- Knowledge of rules of evidence
- Ability to read, analyze and interpret case information and to review for accuracy
- Ability to prepare a detailed and accurate report of alleged offenses
- Ability to accurately and succinctly summarize legal information
- Ability to serve protective orders, warrants and subpoenas
- Ability to locate witnesses
- Skill in interviewing techniques to collect statements from witnesses and victims
- Ability to reduce to writing a witness statement that is accurate, detailed and precise
- Excellent verbal and written communication skills
- Knowledge of and skill in the use of proper grammar, report preparation and business letter writing
- Ability to adapt to changing work situations, and remain objective in dealing with upset, emotional individuals in difficult or challenging situations
- Ability to follow instructions and complete assignments
- Ability to multi-task and work independently with limited supervision
- Ability to establish and maintain professional relationships with co-workers, law enforcement agencies and the general public while using good judgment to recognize scope of authority
- Ability to interact with the public and other county departments
- Ability to work within a team environment that values a can do approach to work
- Ability to adopt a proactive approach to work, routinely looking for creative ways to improve the quality of prosecutions
- Ability to carry a firearm with legal authority and have knowledge of circumstances that would apply to its proper use
- Proficiency in the use of computers and audio-visual equipment
- Knowledge of and ability to use MS Office Suite (Word, Excel, Access, etc.)
- Ability to create DVDs from 911 recordings and other sources as needed
- Knowledge and ability to use office equipment

PHYSICAL REQUIREMENTS

- Ability to sit or stand for extended periods of time
- Ability to physically control resisting individuals and apply restraints
- Ability to lift and carry up to 25 pounds routinely, and, up to 50 pounds occasionally
- Ability to reach, grasp, grab, hold, bend, stoop, kneel, run and climb
- Sufficient visual acuity, speech and hearing required to interact with victims, attorneys, judges and other staff.
- Sufficient manual dexterity necessary to operate a computer and office equipment
- Job may involve danger due to contact with criminals and suspects

HOW TO APPLY:

Submit Resume and References via email or mail to:
Brad Stephenson
Criminal District Attorney
Eastland County Courthouse
100 West Main Street, Suite 204
Eastland, Texas 76448
Email: brad@eastlandcountytexas.com

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

JOB DESCRIPTION

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

Employee's Signature

Date

Department Head Signature

Date