

County Attorney with Felony Responsibilities Investigator

JOB TITLE: COUNTY ATTORNEY INVESTIGATOR

DEPARTMENT: TERRY COUNTY ATTORNEY'S OFFICE

LOCATION: 500 W MAIN ST, BROWNFIELD, TEXAS 79316

DATE AVAILABLE: 1/1/2024

CLOSING DATE: 2/29/24

SALARY: \$65,000 AND UP DEPENDING ON EXPERIENCE

POSITION SUMMARY:

Investigators are responsible for all law enforcement officer functions of the office. Provide security to the other office personnel in the courtroom and in the field. Conduct investigations of criminal activity within Terry County. Assist Attorneys with follow-up investigation of submitted cases and aide in the preparation of cases for Court. Communicate with local law enforcement regarding cases.

ESSENTIAL RESPONSIBILITIES:

- Conduct follow-up investigation on submitted cases as assigned
- Assist in redacting and copying digital evidence for Discovery process
- Assist with preparation of trial exhibits
- Serve subpoenas for State witnesses
- Provide courtroom security, assist with Court paperwork and provide technology support during trial
- Locate additional witnesses
- Conduct follow-up interviews with witnesses
- Accompany Attorneys and Crime Victim personnel to witness meetings
- Testify in trial as needed

ADDITIONAL RESPONSIBILITIES:

- Work with local law enforcement agencies on criminal investigations to ensure successful prosecution
- Manage crime scene or complex Investigations as needed
- Be available 24 hours a day to provide guidance to LEOs in the field handling cases
- Coordinate evidence with law enforcement agencies during trial preparation
- Assist LEOs with legal document preparation to include: probable cause statements, search warrants, seizure affidavits
- Assist in getting evidence and witnesses to the Courtroom

- Review CCHs for jury panels
- Any task assigned by County Attorney

REQUIREMENTS EDUCATION AND WORK HISTORY:

- High School Diploma or equivalent
- Advanced or Master Peace Officer License
- Minimum of 5 years of experience as a Texas Peace Officer
- Minimum of 2 years of experience in Police Supervision or Criminal Investigations, time may be combined between these positions

REQUIRED SKILLS:

- Proficient in Microsoft Word, Excel and PowerPoint
- Proficient knowledge of Texas Penal Code, Texas Code of Criminal Procedure, and TDCAA Charging Manual
- Must pass an annual firearms qualification mandated by TCOLE
- Must maintain required continuing education bi-annually as required by TCOLE
- Must obtain fingerprint identification/comparison certification within one year of employment
- Must be able to lift 50 pounds
- Comprehensive knowledge of criminal investigations (i.e., interviews, interrogation)
- Comprehensive knowledge of search and seizure, arrest warrants, subpoena service
- Must obtain Texas Criminal Information Center/National Criminal Information (TCIC/NCIC) certification within six months of employment
- Current/valid driver's license and insurance
- Ability to communicate effectively, both oral and in written form

BENEFITS:

Benefits include Health Insurance for the employee, retirement benefits, paid vacation, sick and Holiday pay.

APPLICATION INSTRUCTIONS:

Terry County Applications can be found at <https://shorturl.at/guENV>

To apply please send Cover Letter and Resume via email only to Jo'Shae Worley, Terry County Attorney, at jworley@terrycounty.org.

Terry County is an Equal Opportunity Employer.