

# Yoakum County, Texas

## Classification Description

Classification Title: Investigator  
Department: Various  
Reports To: Lieutenant Investigator

Grade:  
FLSA Status: N

### **General Statement of Job**

The Sergeant Investigator performs investigative law enforcement work for a department of assignment. Work involves investigating crimes and complaints, securing evidence, and apprehending and preparing prosecution of criminal offenders. Employee is responsible for investigating various misdemeanor and felony offenses such as robbery, assault, larceny, homicide, arson, fraud, forgery, rape, and crimes against children. Employee is subject to the usual hazards of investigative and general law enforcement work.

### **Chain of Command**

The Sergeant Investigator reports to the Lieutenant Investigator or through the Chain of Command to the Sheriff.

### **Essential Duties and Responsibilities**

#### **Common Duties:**

Maintains regular and punctual attendance.

Performs a variety of investigative work; collecting evidence, conducting interviews, and following up on leads.

Maintains investigative files.

Attends court and presents evidence and testimony as necessary.

Supports other divisions within YCSO as required.

#### **Sheriff's Office CID**

Investigates crimes committed in the County.

Examines scene of crime to determine exact nature of law violations.

Searches for clues and makes preliminary interrogations of suspects; gathers and labels evidence found.



Interviews complainants, suspects, witnesses, and other persons who may have information related to crimes or suspected criminal activity.

Interviews and interrogates suspects and assists in administering polygraph tests to suspects and victims.

Maintains communications with informers and surveillance over suspected law violators, and participates in the surveillance of suspected law violators.

Assembles and organizes statements and evidence for presentation in court and before grand jury.

Conducts comprehensive Internal Affairs investigations on employees of the Sheriff's Office.

Prepares and presents extensive detailed internal written narrative investigations to administration and legal counsel for disposition and appropriate action in accordance with Sheriff's Office policy.

Screens and evaluates candidate viability based on initial submitted documents.

Conducts Investigative Interviews to establish candidates work history, professional aptitude, and state and/or agency disqualifiers.

Researches and reviews compiled resource information to corroborate and substantiate candidates' background investigation. Prepares detailed narrative referencing applicant employment suitability, credentialing, and integrity based on the investigation.

Supports other divisions within YCSO as required.

### **Nonessential Duties and Responsibilities**

Performs other related duties as required.

### **Education, Experience, Licenses, or Special Requirements:**

Must be a U.S. citizen.

Certification as a Peace Officer in the State of Texas required.

Intermediate Peace Officer Proficiency Certification in the State of Texas required. Depending on area of assignment, other certifications and licenses may be required.

Certification as a Jailer in the State of Texas required within 1 year of employment start date.

Possession of a valid driver's license. Must be able to obtain a State of Texas driver's license within 90 days.

Must be able to pass a Criminal History background check.



Must be a resident of Yoakum County or relocate to Yoakum County within 180 days of employment start date, AND maintain Yoakum County residency for duration of employment.

**Sheriff's Office**

High School Diploma or GED and minimum five years of patrol experience; or an equivalent combination of patrol experience, education, and related experience preferred.

Completion of some college level course work preferred.

**Knowledge, Skills, and Abilities**

- Requires the ability to perform under stress and when confronted with persons acting under stress, and in emergency situations.
- Requires considerable knowledge of modern criminal investigative practices and procedures.
- Requires general knowledge of federal, state, and local laws relative to criminal investigations.
- Requires general knowledge of the locations of streets, roads and highways and the geography and socioeconomic characteristics of the County.
- Requires general knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state, and local laws, rules and regulations.
- Requires skills in the use of firearms and other law enforcement equipment.
- Requires the ability to exercise sound judgment in emergency and routine situations and to adopt quick, effective and reasonable courses of action.
- Requires the ability to make observations and remember names, faces, and various details.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for data entry.
- Requires the ability to use computers for word processing and/or accounting purposes.
- Requires the ability to be accountable for inventory/property management.
- Requires the ability to make recommendations that impact the budget.
- Requires the ability to manage the budget within assigned unit/division.
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## **Physical Demands/Work Environment**

Must be physically able to operate a variety of machinery and equipment. Must be physically able to operate a motor vehicle. Must be able to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or 25 pounds of force constantly to move objects. Position requires the ability to lift more than 60 pounds. Work may involve walking, standing, running and physical confrontation. Must have minimal levels of eye, hand, and foot coordination. Position requires the ability to see, smell, hear, taste, and speak as well as color, texture, and depth perception.

**NOTICE:** The above job profile does not include all essential and nonessential duties of this job. All employees with disabilities are encouraged to contact the Human Resources Department to review and discuss the essential and nonessential functions of the job. An employee with a disability can evaluate the job in greater detail to determine if she/he can safely perform the essential function of this job with or without reasonable accommodation.

**DISCLAIMER:** Job profiles are not intended, nor should they be construed to be, an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with a job. A job profile is not a comprehensive job description. It is intended for the sole purpose of acquainting a person who is unfamiliar with such position with a brief overview of the position's general direction and scope. This position profile is intended for internal use only.



## **Acknowledgement**

I have read this job description (or had it read to me) and I fully understand all my job duties and responsibilities. I am able to perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or department and if so, I will be required to perform such additional duties and responsibilities. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the HR staff.

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Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Name (Print)

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Name (Print)