

Job Title: Investigator

**Office: Anderson County Criminal District Attorney
Palestine, TX**

Date posted: 7/31/23

Close date: when filled

Start date: 9/15/23

Salary: \$58,200 + certification pay

Job Summary

Function as Investigator for Criminal District Attorney's Office and serve as liaison for local law enforcement agencies.

Principal Duties and Responsibilities

1. Assist prosecutors with trial preparation
2. Witness location and subpoena service
3. Assist outside agencies with investigations
4. Review law enforcement reports/investigations for completeness
5. Provide security for State prosecutors, witnesses and victims during court proceedings
6. Testify at trials or hearings if necessary
7. Obtain criminal records as needed for prosecution
8. Maintain professional demeanor with all citizens and/or business professionals
9. Perform other law enforcement duties as assigned

Education, Knowledge, Skill, and Ability Required

1. Bachelor of Arts degree in Criminal Justice or related course of study or equivalent related work experience in a certified law enforcement agency
Five-year minimum experience
2. Graduate of the Texas Commission on Law Enforcement Officer Standards and Education program (TCOLE certified).
3. Working knowledge of Penal Code and Code of Criminal Procedure
4. Demonstrated ability to conduct detailed independent investigations
5. Valid Texas driver's license

Note: The above declarations are not intended to be an "all-inclusive" list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and ability required to do the job. Rather, they are intended to describe the general nature of the job.

Resumes or posting inquiries may be forwarded via email to cparrish@co.anderson.tx.us

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Working Condition

1. Subject to working beyond the normal work week including weekends and holidays.
2. Subject to certain risks that could be harmful and/or life threatening.
3. Occasional travel required.

Approval



Allyson Mitchell,
Criminal District Attorney

8/2/23
Date

Supervisor

Date

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