

# Blanco County, Texas

## JOB DESCRIPTION

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<b>Investigator</b>
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**Office :** Sheriff  
**Pay Grade:** 110 to 111 depending on qualifications  
**FLSA Status:** Non-Exempt

### JOB SUMMARY

The Investigator is responsible for assisting and liaising with partner Law Enforcement agencies, local, state and federal. This position provides training and support to patrol and detention sections as needed or directed. The Investigator will provide investigation of crimes and other events as directed by the Sheriff, provide assistance and direction to the uniformed section in criminal matters, process crime scenes, act as a liaison with the JP, County, District Courts and the staff of the requisite prosecutors' offices.

### ESSENTIAL JOB FUNCTIONS

- Assist Patrol, Confinement, and other duties as directed
- Perform Background Investigations
- Assist Hiring Boards with background investigations
- Patrol, Confinement, and other duties as directed
- Perform criminal investigations
- Reviews all incoming criminal cases assigned to County Court at Laws and Juvenile Court by reviewing offense reports, statements, jail paperwork, and PC Affidavits
- Determines CJS codes in relation to the charge and assists prosecutor with formal charging documents and complaint wording; may include research of applicable laws/codes
- Investigates Protective Order applicants and Respondents as needed including obtaining reports, statements and photographing injuries
- Works with Justice of the Peace Courts and assists prosecutors in daily workload at these 2 off site courts
- Obtains evidence (911 calls, video, audio, statements, photos, etc.) for all criminal, civil, Protective Order cases and Child Protective service cases; photographs/videotapes crime scenes as necessary

- Assists Prosecutors with trial preparation and coordination of courtroom appearances by victims, witnesses, officers and Defense Attorneys, as necessary. Locates these individuals as needed
- Prepares written reports for the prosecuting attorney documenting investigations and/or interviews with victims/witnesses
- Interviews and submits statements of victims and witnesses as necessary
- Attends appropriate Court proceedings and performs security escorts of victims, witnesses and staff as necessary
- Supports the Civil Division with investigative needs such as witness location, evidence collection and general investigation in county lawsuits or other county business
- Obtains criminal history and driver's license information, draft search warrants and generate subpoenas
- Accesses county law enforcement databases to include local police agencies and state/national databases while maintaining confidentiality of those records
- Investigates identity theft or mistaken identity problems, issues report to correct and assists the public via telephone and in person with questions or concerns about the law, a case or problem
- Investigates simple and complex cases including organized theft and forgery cases
- Assists entire office with technology issues such as video file conversions, redactions and courtroom presentation
- Works with specialized criminal cases such as Environmental, Animal Cruelty, and Texas Parks and Wildlife
- Communicates frequently with local and out of state law enforcement agencies, Attorneys, court personnel, victims, defendants and witnesses of crime and the general public
- Assists with assignments by the Chief Deputy including certain gambling, pornography and public integrity investigations
- Assists the Juvenile and Child Protective Services division by reviewing offense reports, obtaining criminal histories, locating witnesses, preparing documents for Attorneys and courtroom presentation
- Must obtain Sex Offender Registration & Secure Site Training.
- Serve as point of contact for Sex Offender Registration for Blanco County.
- Performs related special projects as assigned by supervisor or County Attorney
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- Performs other related duties as assigned

## **QUALIFICATIONS**

### **Education and Experience:**

Requires an Associate's degree or equivalency. Additional five years training or experience preferred.

### **Licenses or Certifications:**

Advanced Peace Officer License  
Instructor License

### **Special Requirements:**

None

### **Knowledge, Skills and Abilities:**

- Knowledge of
- Skill in
- Ability to

## **PHYSICAL DEMANDS**

The work is medium work, which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

## **WORK ENVIRONMENT**

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

***Blanco County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

**Please contact Chief Deputy Robert Woodring**

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