



## NACOGDOCHES COUNTY

### Job Opportunity

**Position:** Investigator

**Open Until Filled**

**Department:** County Attorney's Office

**Type:** Regular, Full-Time

**Salary Range:** \$46,400 to \$50,000\* per year, plus benefits \* *reflects an increase in the previously advertised salary*  
Plus certificate pay of up to \$1800.00 per year depending on TCOLE license held  
Vehicle provided

#### **General Description:**

Under the direction of the County Attorney or an Assistant County Attorney, this position provides investigative support to the County 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 and civil cases. The incumbent must be eager to work, willing to interview witnesses in the field, investigate criminal cases, make arrests, and serve paperwork, including protective orders.

#### **Essential Functions of the Job:**

- 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 County 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

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

- 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

**Required Knowledge, Skills and Abilities, continued:**

- 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:**

Representative of physical demands required to successfully perform the essential functions of this position.

- 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

**Minimum Qualifications:**

- High School Diploma or a GED Certificate
- TCOLE Certified Peace Officer, or a retired peace officer in good standing eligible for active commission
- Five (5) years or more of direct law enforcement investigative experience
- Valid Texas Driver License
- Ability to pass post-offer, pre-employment physical exam, psychological exam, drug screening and in-depth criminal background check

**Instructions:**

Complete a Nacogdoches County Employment Application and submit to the address below. Resume and professional references may be attached to the completed application, but, are not accepted in lieu of a completed application.

Submit application to: **Nacogdoches County  
Human Resources Department  
101 W. Main St., Ste. 161  
Nacogdoches, TX 75961**