

Blanco County Sheriff's Office

Job Description

<u>Job Title:</u>	Investigator
<u>Chain of Command:</u>	Lieutenant Investigator
<u>Effective Date:</u>	October 2022
<u>Starting Pay:</u>	\$25.34/hour \$55,362.00-year, base pay on 84-hour two week pay period plus qualifying certification pay and benefits.

JOB SUMMARY

Reporting directly to the Lieutenant Investigator, the Sergeant Investigator acts as liaison between the County and District Attorney's Office and law enforcement agencies, the public, defense attorneys, victims and witnesses. The Sergeant Investigator is responsible for investigating all misdemeanor, juvenile (felony & misdemeanor), CPS, protective order and cases filed within Blanco County. This includes coordination of warrants (search & arrest) with local law enforcement, intake and final case presentation to court.

EXAMPLES OF WORK PERFORMED

- 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 CJIS 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

ORGANIZATION RELATIONSHIPS

- Reports directly to – Chief Deputy
- Direct Reports – N/A

PHYSICAL DEMANDS

- Position involves prolonged sitting at a workstation, prolonged reading, visual examination of documents, reaching, walking, twisting, bending, repetitive motions and standing
- Frequent and prolonged use of computer, including dual or triple monitors, as office is paperless and majority of work will be done via computer
- Position involves occasional lifting and carrying of up to fifty (50) pounds and exertion of up to twenty-five (25) pounds of force to move objects
- Occasionally a need to restrain a Defendant who is taken into custody within the office or the Courthouse, or while serving arrest or search warrants

ENVIRONMENTAL FACTORS

- Work is primarily indoors in an air-conditioned office and/or courtroom
- Some travel may be required to various County offices, law enforcement agencies and outside the county. May include travel to serve subpoenas to the public. Possibility of infrequent overnight travel.
- High-volume County Attorney's Office with stressful situations, pressure of deadlines and case management under limited time constraints
- Constant communication with the public and defense counsel

MINIMUM QUALIFICATIONS

- A combination of education and experience equivalent to an Associate's degree in Criminal Justice or related field of study from an accredited college/university
- Six (6) years previous law enforcement experience
- Possess at least an Advanced Peace Officer Certification from the Texas Commission on Law Enforcement (TCOLE)
- Maintain firearm proficiency
- Possess strong analytical and communication skills are essential to effectively and objectively advise and/or interact with personnel and external agencies on legal matters

- Possess strong organizational skills and a proven ability to maintain accurate, detailed and confidential records
- Possess or obtain a valid driver's license by date of hire
- Possess and maintain a satisfactory Motor Vehicle Record
- Working knowledge of specific job-related technology
- Complete all necessary training & continuing education to maintain TCOLE licenses.

PREFERRED QUALIFICATIONS

- Three (3) years of investigative experience
- Instructor certification from TCOLE
- Thorough knowledge of the Penal Code, Code of Criminal Procedure and be proficient in the use of the Texas Law Enforcement Telecommunications System (TLETS)
- Certification in the following: Forgery & Questioned Document Examiner; Fingerprint Comparison and/or Identification Officer; TLETS operator
- Bilingual (Spanish)

IRREGULAR HOURS

- Work outside of regular office hours (Monday-Friday) may be required
- On call after hours and weekends scheduled by Chief Deputy or Criminal Investigations Head

If interested in applying contact Chief Deputy Robert Woodring at 830-868-7104 ext. 305 or email rwoodring@co.blanco.tx.us