

Job Title: Investigator

Department: 216TH District Attorney's Office

Position: Investigator – Part-Time

Supervisor: 216th District Attorney

Employment Status: Part-time, Non-Exempt, no overtime is permitted, no comp time is permitted except with prior approval from the 216th District Attorney.

Annual Salary: \$36,976.16

Hours Worked: 29 hours per week

Date Open: October 15th, 2021

Application Deadline: Until Filled

In order to be considered for employment with the 216th District Attorney's Office please submit the following documents:

- Kerr County Employment Application <http://www.co.kerr.tx.us/employment/applicationkerrcounty.pdf>
- Cover Letter
- Resume

You may submit your application documents in any of the following ways:

- Hand-deliver to 402 Clearwater Paseo, Suite 400, Kerrville, Texas 78028
 - Fax: 830-896-2620
 - Email: crflores@co.kerr.tx.us
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GENERAL DESCRIPTION:

The purpose of this position is (1) to assist prosecutors in case preparation for grand jury, pretrial hearings, and jury and bench trials; including subpoenaing witnesses and documents as needed for grand jury and also as requested by the prosecutors for hearings or trials; (2) to assist prosecutors in whatever capacity they may need during trials and hearings; (3) to intake cases from law enforcement agencies and to enter them into Odyssey Attorney Manager in a timely and accurate manner; (4) to assist law enforcement agencies in obtaining grand jury subpoenas; (5) to assist in the discovery process by creating discovery folders and by providing supplemental discovery to defense counsel and otherwise assist with disseminating discovery to defense counsel as requested; (6) to assist defense counsel with accessing discovery and viewing of confidential recordings or images; and (7) to assist the prosecutors and office manager as requested.

ESSENTIAL JOB DUTIES:

1. Case intake and preparation:
 - a. Receive case submissions from law enforcement agencies and input into Odyssey Attorney Manager.
 - b. Review cases submitted by law enforcement agencies for documents and digital media, including but not limited to video recordings, audio recordings, documents such as business records, medical records, pen packets, CCH's, lab reports, autopsy reports, witness statements, etc., and obtain any missing items before releasing the case for prosecutor review.

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- c. Obtain CCH's, background histories, driver license records, lab reports, expert reports, and other documents or items, as requested by the prosecutors.
- d. Request and obtain Pen Packs from TDCJ for prosecutors and place same in the appropriate file in Attorney Manager.
- e. Serves out-of-district subpoenas electronically to obtain records or secure the attendance of witnesses. If a subpoena cannot be served electronically, assure that subpoena is received by the appropriate agency and person for personal service.
- f. Follow up as requested on testing, laboratory and expert report status, and availability of reports with laboratories, experts, facilities, and other agencies.
- g. Assist in locating and obtaining of items, documents, records, evidence, as needed for grand jury and trial and as requested by prosecutors.
- h. Prepare Failure to Appear cases for grand jury presentation. After each trial or pretrial docket, obtain copy of docket and determine which cases should be prepared for grand jury presentation for Failure to Appear.

2. Court Services/Prosecutor Assistance:

- a. Assist prosecutors with issuance and service of subpoenas, as requested.
- b. Assists in preparation and presentation of both grand jury and courtroom trial material. Copies existing audio and visual recordings and prepares other court exhibits using multimedia resources.
- c. Assist prosecutors with the creation and publication of grand jury calendar, agenda, and reports.
- d. Locate witnesses as needed or requested by prosecutors.
- e. Locate and obtain records and evidence as needed or requested by prosecutors.
- f. Obtain criminal history inquiries on jury panels for prosecutors.
- g. Accompany prosecutors to grand jury, pre-trials, trials, and hearings, occasionally, as requested by the prosecutors.
- h. Assist prosecutors in any manner requested.

3. Other

- a. Respond to and assist with any request made by the office manager and prosecutors, including pickup or delivery of property, documents, digital media, etc.
- b. Assist law enforcement agencies with the acquisition of grand jury subpoenas by reviewing the officer's proposed subpoena and obtaining a prosecutor's signature on the applications submitted by law enforcement and then submitting said application to the district clerk's office.
- c. Maintain computer files of all grand jury recorded testimonies.
- d. Assist office manager as requested in the creating and maintaining Odyssey forms for office.

4. Discovery

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- a. Set up discovery folders for original discovery to defense counsel.
- b. Assist defense attorneys with issues or problems with the URL server, including the creation of URLs.
- c. Assist in the production and dissemination of discovery as requested by the prosecutors or office manager.
- d. Place case information, in the appropriate URL, needed for the preparation of presentence investigation reports as requested by the prosecutors. Download said information onto a thumb drive provided by the probation department, if requested by the probation department.

Essential Job Duties are intended to be examples of duties and are not intended to be all inclusive. There will be other duties as assigned. Further, duties may change from day to day, depending on the circumstances and issues that arise.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Must pass criminal background investigation, psychological exam including cognitive functioning, physical exam showing fitness to perform duties required by the position, and is subject to random, unannounced drug/alcohol testing prior to and during employment.
2. Knowledge of the Texas Penal Code, knowledge of and ability to use and work with case management and Odyssey (can be trained), knowledge of courtroom procedures, laws of arrest, search, and seizure, legal rights of citizens, and the Michael Morton Act as set out in case law and the Code of Criminal Procedure.
3. Excellent memory and ability to recall facts of cases and status of cases.
4. Knowledge and ability to use basic office equipment, and DVD burners, and multi-line telephones.
5. Knowledgeable of investigative techniques, law enforcement terminology, and codes;
6. Knowledge of and ability to operate computers, and various software programs including but not limited to Odyssey.
7. Excellent telephone etiquette and customer service skills.
8. Ability to communicate effectively orally and in writing.
9. Ability to interpret and comprehend new laws and regulations.
10. Ability to work independently in planning and organizing work to accomplish tasks in a timely manner.
11. Ability to multi-task, and prioritize tasks, without direct supervision.
12. Ability to read, analyze, and interpret the most complex documents.
13. Ability to respond effectively to the most sensitive inquiries or complaints.
14. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists and to do so without direct supervision.
15. Excellent interpersonal skills including the ability to work well with others in a small office setting and a history of being able to work with co-workers and law enforcement in a collaborative environment and manner.

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16. Ability to maintain confidentiality.
17. Ability to react to change productively and to handle other tasks as may be assigned.
18. Ability to perform assigned duties without continual supervision and to make sound, independent judgments.
19. Ability to function under extreme pressure with a demand for speed and accuracy and meet frequent deadlines.

EDUCATION AND EXPERIENCE:

Graduation from High School or a General Education Development (GED) certificate, and at least 7 years of law enforcement experience with five years of criminal investigation experience; or an equivalent of education and experience.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variable in situations where only limited standardization exists, without direct supervision. Excellent cognitive ability.

Ability to read, interpret, and analyze forensic reports, including but not limited to, lab reports and other expert reports.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

Must be a certified Texas peace officer and in good standing with TCOLE; must qualify with duty firearm annually; and must maintain TCOLE proficiency. Must have a valid driver's license, motor vehicle liability insurance, and a personal vehicle.

OTHER SKILLS AND ABILITIES:

Regular attendance is essential due to the small office environment. Employee must arrive at work on time, prepared to perform assigned duties and work assigned schedule.

Must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others and without direct supervision.

ESSENTIAL PHYSICAL REQUIREMENTS:

Physical Requirements:

While performing the duties of this job, the employee is regularly required to use hands and fingers, to handle, or feel objects, tools, or controls and talk or hear. The employee frequently is required to walk and sit. The employee is occasionally required to stand; reach with hands and arms, climb or balance; stoop, or kneel. The employee must occasionally lift and/or move more than 50 pounds.

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Vision Requirements:

Must be able to see clearly to be able to read and write and work with a computer with or without corrective lenses.

ENVIRONMENTAL WORKING CONDITIONS:

The following physical conditions and hazards may be encountered while working in this position:

- Indoor environment
- Noise
- Dust
- Electrical hazards

DISCLAIMER:

The preceding statements are intended to describe the general nature and level of work being performed by people assigned to this job description. They are not intended to be construed as an exhaustive list of all responsibilities, duties, skills, and certifications required of personnel so classified.

The 216th District Attorney has the right to change the location for work, salary and benefit programs, its personnel policies and any other privilege or condition of employment at any time for any reason, with or without prior notice.

This is an at-will position with no civil service or other appellate rights. This job description is not an employment agreement or contract. The 216th District Attorney has the exclusive right to alter this job description at any time without prior notice.