

County Attorney Investigator Job Posting

Investigator Duties and Responsibilities

- Assist County Attorney and law enforcement agencies with criminal investigations
- Locate witnesses and/or victims, conduct interviews, obtain statements, and secure other evidence such as photographs and audio/video recordings
- Assist with drafting warrants and subpoenas
- Provide routine security for Dallam County buildings
- Provide additional security at the Dallam County Courthouse
- Translate in County Court (English/Spanish)
- Maintain good standing with TCOLE

Investigator Requirements and Qualifications

- Good standing with TCOLE
- 5+ years of law enforcement experience required; 10+ years of law enforcement experience preferred
- Record of ethical conduct and ensuring confidentiality
- Excellent communication and organizational skills
- Excellent spelling and grammar
- Computer literate in Microsoft Office
- Bilingual English/Spanish required

This is a full-time peace officer position. Work hours will be Monday through Friday from 9am-5pm. This position will be 100% on-site with no remote or hybrid schedule available. Salary is \$60,000 per year with a \$5,000 per year vehicle allowance, plus full county benefits after 30-day probationary period. The candidate will be required to maintain all required certifications and CEUs to retain peace officer status. In addition to normal investigator duties and responsibilities, this position will also require assistance in County Court as translator (English/Spanish) and therefore it is a requirement the candidate be fluent in English and Spanish. The list of duties and responsibilities included above is not exhaustive but is intended to give a general description of the job. The start date for this position is October 1, 2023. Applications will be accepted until September 15, 2023.

Please submit the job application located on www.dallam.org, a one-page resume or CV, and cover letter via email to attorney@dallam.org or via mail to:

Whitney Hill, Dallam County Attorney
PO Box 643
Dalhart, Texas 79022