



COUNTY OF ATASCOSA

JOB DESCRIPTION

COUNTY ATTORNEY INVESTIGATOR

CLASSIFICATION: FLSA-This position is a full-time Monday to Friday 40 hours per work period. May require working more than 40 hours per week and weekend availability as necessary. Classified as Full-Time Emergency and Essential.

PAY RANGE: up to \$65,400 annual county-funded base salary with additional S.B.22 supplemental grant funding available depending on qualifications and experience.

DESCRIPTION OF POSITION:

The Atascosa County Attorney's Office is accepting applications for the County Attorney's Office Investigator position. The Investigator must be a certified Texas Peace Officer in good standing. The Investigator will complete requests made by Assistant County Attorney's for follow up investigation and assistance on the investigation and prosecution of misdemeanor and juvenile criminal cases. The Investigator must follow chain of custody protocol regarding evidence provided to the County Attorney's Office. Must be available for possible weekend duty service of misdemeanor warrants and subpoenas. Must maintain positive working relationship with all Law Enforcement Agencies.

ESSENTIAL DUTIES / FUNCTIONS:

Essential duties/functions, under the supervision of the County Attorney, may include but are not limited to the following:

- Initiate and follow-up on investigations, gathering pertinent information, statements, and evidence in support of the Assistant County Attorneys, including interviewing witnesses and running criminal background checks utilizing NCIC/TCIC, etc.
- Locate, interview and notify witnesses of trial dates by means of serving subpoenas, summons and writs.
- Work as a member of a trial team alongside prosecuting attorneys, assisting in organizing, preparing and prosecuting cases, including assisting with jury selection when needed.
- Coordinate the collection, preparation, and review of the physical evidence for trial, following strict legal requirements for chain of custody.
- Secure the cooperation and attendance of witnesses, coordinating and facilitating travel arrangements when necessary.
- Assist in preparing arrest warrants, search warrants, and may make arrests.
- Assist in reconstructing events, sequences, and time elements in preparation for criminal prosecution.

- Self-Motivated, with the ability to work independently in preparing and organizing cases for disposition.
- Testify in Court.
- Provide assistance and expertise to law enforcement agencies investigating criminal offenses.
- Other duties and responsibilities as assigned.

Qualifications

- Minimum 6 years peace officer experience preferred with a minimum of 1-year investigative experience in a criminal investigations division.
- Must be TCOLE Certified Peace Officer in good standing, proficient in the use of firearms. Must have Intermediate Certification.
- Must possess and maintain a valid Texas driver's license.
- Must be able to pass background investigation, drug testing, physically able to perform duties.
- Possess good time management skills.
- Prioritize work and complete assigned tasks by deadlines.
- Interpersonal skills with the ability to communicate verbally and in writing with diverse group of individuals.

Preferred Qualifications/Skills

- Advanced training or experience regarding investigative techniques.
- Advanced training or experience in interview techniques.
- Hold certifications in forensic digital evidence processing and analysis.
- Bi-Lingual.
- Minimum of 30 college hours in Criminal Justice or Law Enforcement Field from an accredited college or university. Advanced or Master TCOLE certification may be considered in lieu of college hours.

WORKING CONDITIONS and SCHEDULES (ESSENTIAL FUNCTIONS):

County facilities, including vehicles, are smoke-free and alcohol free working environments. Location of this position is in the Atascosa County Annex which consists of a normal office environment with heat and air conditioning with an assigned office but in a multi-person work area.

The position requires daily and prolonged repetitive motor movements, such as but not limited to: computer data entry and use of office equipment. The position also requires prolonged periods of sitting and standing. Regularly required stooping/bending and moving/lifting/pulling storage files and boxes. There will also be performance of light physical and intellectually stressful work in an office and/or courtroom environment in a mainly sedentary position.

Significant contact with the public, crime victims, witnesses, persons accused/convicted of crimes, opposing attorneys, law enforcement officers, community supervision and corrections officers, and other courthouse and county personnel, department heads and elected officials, and partner agencies.

Normal work schedule is Monday through Friday, eight (8) hours per day, 40 hours per week. Duty hours will be generally 8:00 a.m. to 5:00 p.m. with an hour for lunch. Regular in person work attendance is

essential. Occasional remote work may be available upon approval in advance by the County Attorney. Employee must have regular attendance and arrive to work on time, prepared to perform assigned duties and work assigned schedule. Employees maybe be required to record their work hours properly and to submit time records promptly to their supervisor. Unscheduled hours including holidays, and/or weekends may be required in the case of excessive workloads, unforeseen personnel shortfalls, or emergency situations. Will be required to attend job related seminars, conferences, and/or training. Attendance could require out of town travel with/without overnight stay.

Must follow and comply with County Attorney’s Office Policy and Procedures as well as applicable Atascosa County Personnel Handbook Policy and Procedures for all county employees.

APPLICATION INFORMATION

No resume will be accepted in lieu of an application form. Applications can be downloaded from the Atascosa County “Employment Opportunities” link select View Application

<https://www.atascosacounty.texas.gov/page/atascosa.Jobs.Openings>

Please Return your completed application, resume, and letter of interest to:

Email: molly.solis@co.atascosa.tx.us

Mail: Atascosa County Attorney’s Office, Attention: Molly Groesbeck Solis, 1405 Campbell Ave, Suite 103, Jourdanton, Texas 78026

Atascosa County is an Equal Opportunity Employer. A background check will be required of selected applicant. New or rehired potential employees will be required to provide documentary proof of their eligibility for employment.

I have read and understand the essential duties / functions; skills, knowledge, and abilities; minimum requirements; and working conditions and schedule of this position.

Signature	Date
Printed Name	