



## COUNTY ATTORNEY'S OFFICE

### INVESTIGATOR

#### JOB POSTING

#### **POSITION IS OPEN UNTIL FILLED**

**PAY RANGE:** up to \$90,000 total with \$68,400 annual county-funded base salary and S.B.22 supplemental grant funding available depending on qualifications and experience.

**CLASSIFICATION:** FLSA-This position is a full-time Exempt Salary, Essential and Emergency designation. Typically, Monday through Friday 40 hours per work period and occasionally additional hours as necessary.

#### **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 assist Assistant County Attorney's with investigation and prosecution of adult misdemeanor and juvenile felony and misdemeanor criminal cases with a focus on family violence related offenses and child sex crimes cases. The Investigator will be a resource to all county law enforcement agencies to assist with investigations and provide training and support as requested.

#### **ESSENTIAL DUTIES / FUNCTIONS:**

Essential duties/functions may include but are not limited to the following:

- Work as part of a Team with an ACA and VAC to handle family violence cases (adult misdemeanor) and assist with Protective Orders.
- Work with CA and ACAs to assist with the investigation and prosecution of juvenile sexual crimes, felony investigations for major juvenile related cases up to and including capital murder.
- Assist with and complete investigations by gathering additional relevant information, statements, and evidence for the prosecution of cases submitted to the County Attorney's Office, including locating victims and witnesses, interviewing witnesses.
- Conduct criminal history record searches utilizing NCIC/TCIC, etc.
- Locate and notify witnesses of trial dates by means of serving subpoenas and summons.
- 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.
- 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.
- Provide assistance and expertise to law enforcement agencies investigating criminal offenses.
- Other duties and responsibilities as assigned.

## **Qualifications**

- Minimum 15-year peace officer experience preferred with a minimum of 2-years investigative experience in a criminal investigations division.
- Must be TCOLE Certified Peace Officer in good standing, proficient in the use of firearms. Must have Advanced or Master Peace Officer Certification.
- Must have significant work experience in investigation of family violence related offense and sex crimes involving juveniles and children.
- 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 and prioritize work and complete assigned tasks by deadlines.
- Interpersonal skills with the ability to communicate verbally and in writing with diverse groups of individuals.

## **Preferred Qualifications/Skills**

- Advanced training or experience regarding investigative techniques and digital evidence collection.
- Advanced training or experience in interview techniques.
- Training and experience with Child Advocacy Center Forensic Interview and SANE investigation process for child victims.
- Hold certifications in forensic digital evidence processing and analysis.
- Bilingual.

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@acao-tx.org](mailto:molly.solis@acao-tx.org)

*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.*