

Investigator

287th Judicial District Attorney's Office

Employer: 287th Judicial District Attorney's Office

Location: Muleshoe, Texas

The 287th Judicial District Attorney's Office is seeking an Investigator to conduct investigations and assist in the prosecution of cases in both Bailey and Parmer Counties. The position will actively investigate cases and assist prosecutors in preparation of cases for trial.

A District Attorney Investigator assists the prosecutorial staff in the preparation of criminal cases that occur in Bailey and Parmer Counties, conduct formal investigations, conduct investigations directly for the District Attorney, and assist law enforcement officers from other jurisdictions on a case-by-case basis.

Prior investigative experience strongly preferred. A strong candidate will have excellent report writing skills and the ability to communicate professionally.

Must be available 24 hours a day, 7 days a week.

Must have a valid Driver's License as travel to other jurisdictions and states may be required.

Must have the ability to maintain confidentiality of all office matters, records, and proceedings.

Duties include, but are not limited to:

- Conduct timely investigations in preparation for the establishment of trial ready cases. Assist prosecutors in preparation of cases for trial by evaluation and analysis of investigative work by law enforcement agencies.
- Locate and interview witnesses, victims, and other persons involved in criminal investigations; Collect and record evidence; Seize contraband and arrest violators when necessary.
- Review criminal cases as assigned in determining course of action to be followed.
- Photograph crime scenes and crime victims.

- Provide security, including transportation, for the office.
- Conduct grand jury investigations by collecting and analyzing evidence/data. Testify in court when necessary and is responsible for the transfer of evidence introduced in trial.
- Assist in preparation and presentation of both grand jury presentation and courtroom trial material. Copy existing audio and visual recordings and prepare other court exhibits using multimedia resources.
- Assist and maintain communication with witnesses, victims, and law enforcement and coordinate such witnesses for trial.
- Serve and assist with subpoenas, citations, arrest, and search warrants.

Minimum Qualifications

- High School Diploma/GED (60 semester hours from an accredited college/university or two years active-duty military experience preferred). Intermediate TCOLE Certification (advanced certification preferred). Previous law enforcement experience, with at least two years of investigative experience. Good computer and typing skills; working knowledge of spreadsheet, word processing and database software. Good verbal and written communication and organizational skills. Good interpersonal skills and ability to deal effectively with the public, other employees, and elected officials. Ability to complete projects in a timely manner. Knowledge of TLETS/NLETS, TCIC/NCIC and JIMS/HPD computer databases. Firearms Certification. Attend continuing education and training sessions throughout the year.

The work week will consist of a 37–40-hour week. Usual office hours are from 8:00am to 5:00pm Monday – Thursday and 8:00am to 1:00pm on Friday with extended hours during jury trials. Pay will be based on experience but will include full benefits to include medical, sick pay, vacation time, and retirement benefits.

Interested applicants can pick up applications at the Bailey County Treasurer's Office located at 316 S. Main in Muleshoe, Texas.