



## **INVESTIGATOR** **DISTRICT ATTORNEY'S OFFICE**

The Ector County District Attorney's Office is in need of an Investigator who will handle all aspects of felony investigations from inception through trial in all District Courts of Ector County and elsewhere, if necessary.

**PRIMARY DUTIES:** Receives and reviews cases filed with the District Attorney's Office, prepares case summaries and written requests for information needed to complete the case; deals with prosecutors on cases and responds to requests for various documents and materials; schedules and handles all aspects of polygraph examinations; performs hot check investigations, including locating check writer, setting up payment schedules, and making payments to the victim; assists various prosecutors with all aspects of a trial, including juries, evidence, testimony, and progress of cases; conducts special investigations as requested; provides support to other agencies for investigations; helps present cases for both Grand Jury and pre-trial hearings; issues subpoenas for witnesses and records; and provides security for various courtroom proceedings; prepare and operate Power Point presentations for Grand Jury and at trial.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Includes the following: other duties may be assigned. Receives and reviews District Attorney Case files and determines if the case is complete for Grand Jury presentation, including obtaining certified copies of materials such as court documents, agency reports, jail records, criminal histories, photographs, fingerprint cards, vehicle registration, driver's license, audio or video tapes. Serves as liaison with various law enforcement agencies, including requesting more information for cases and obtaining Agency Offense Reports. Interviews and takes statements from the victims and/or witnesses in a case, including contacting the appropriate parties, asking questions and discussing the case with them. Locates victims and witnesses as needed. Schedules and coordinates polygraph examinations, including copying the case for the examiner, reviewing the case with the examiner, transporting subject to and from the examination site, observing the examination, reviewing the results with the examiner, taking statements or confessions if needed, and reporting results to the prosecutor on the case. Assists prosecutors in jury selection process, including reviewing jury panel information sheets, conducting background information on jury panel and making recommendations for jury selections. Assist prosecutors in trial, including setting up exhibits, operating sound and visual systems, as well as operating computer and Power Point; obtaining background information on witnesses, transporting witnesses to and from court, and keeping witnesses ready to testify. Listens to all testimony presented in case, including watching out for inconsistencies and observing nonverbal responses of the jurors. Confers with prosecutors regarding evidence and testimony presented and the overall progress of the case. Assists other investigators as needed. Assists other law enforcement agencies in investigations, including reviewing cases, investigating crime scenes, performing surveillance functions and serving warrants. Assist with Grand juries and pre-trial hearings, including issuance of subpoenas, serving subpoenas, transporting witnesses and prisoners to and from courthouse, delivering subpoenaed records and obtaining certified copies of records. Issuance of subpoenas, serving subpoenas, and keeping track of status of service of subpoenas for all pre-trials and trials. Schedule appointments with prosecutor for witnesses for pre-trial interview. Conducts special investigations as needed. Provides security as needed for District Courts, Grand Juries, and pre-trial hearings.

**QUALIFICATIONS:** To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION/EXPERIENCE/KNOWLEDGE OF:** Requires an equivalent combination of education and experience, which provides the required knowledge, skills and abilities with TCLOSE certification. Texas Criminal Laws and procedures; the legal system; safe operation of firearms; use of still and video cameras; operations of computers and Power Point, as well as copy machines, facsimile machines; operation of investigative equipment, including fingerprint equipment, communication equipment; and criminal investigations and trials.

**SKILL/ABILITY TO:** Read, analyze and interpret case information; determine priority of tasks and/or items to be gathered for investigations; gather various information related to cases; write reports, memos, and letters; interview victims, witnesses, suspects and defendants in cases to collect statements and confessions; communicate effectively, both in person and on the phone, analyze trial and courtroom proceedings, including making recommendations to prosecutors regarding witnesses, evidence and juries; maintain effective working relationships with prosecutors, judges, other law enforcement officers, and co-workers; operate computer and Power Point.

**CERTIFICATE, LICENSES, REGISTRATIONS:** Certification from Texas Commission of Law Enforcement Officer Standards and Education (TCLOSE). Must have a valid Texas driver's license with an insurable driving record.

**SALARY:** Depending on experience plus excellent benefits. Usual working hours are 8:00 to 5:00, Monday through Friday; however, additional hours may be necessary as workload dictates.

**DEADLINE:** Until sufficient amount of applications have been submitted for consideration.

Please apply in Human Resources Department at the Ector County Annex Building 1010 E. 8th Street, Room 126, Odessa, Texas. Ector County does not discriminate based on race, color, national origin, sex, religion, age and disability in employment or the provision of services.

**Notice:** Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee is Form I-9 to confirm work authorization. Passing a pre-employment urinalysis drug screen is required.

04/05/19

Job #608