

Job Description: CRIMINAL INVESTIGATOR

CLASS NO. 1123

EEOC CATEGORY: Service Workers

PAY GROUP: 117

FLSA: Non-exempt

SUMMARY OF POSITION:

Conducts criminal investigations with primary emphasis on felony cases and performs a variety of law enforcement functions for the district Attorney's Office.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: District Attorney.
2. Directs: This is a non-supervisory position.
3. Other: Works closely with other departmental employees, law enforcement agencies, prisoners, witnesses, and the general public.

EXAMPLES OF WORK:

Essential Duties*

Conducts all aspects of criminal investigations primarily involving felony cases but may occasionally conduct investigations of misdemeanor or civil cases as required;

Conducts pretrial crime scene investigations;

Collects evidence to be used in trial, locates physical evidence, and handles and preserves chain of custody of evidence;

Locates prosecution witnesses, conducts background investigations of suspects and state and defense witnesses, obtains criminal histories, and obtains statements from witnesses and suspects;

Receives subpoenas for and issues copies of civil case records and serves as custodian of these records;

Works closely with all other related law enforcement agencies in conducting criminal investigations;

Serves subpoenas;

Assists others within and outside of the department on special cases;

**for the purpose of compliance with the Americans With Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.*

CLASS NO. 1123 (Continued)

Transports evidence and prisoners as needed; and

Other Important Duties*

May assist in selecting of jurors;

May review certain cases to determine if restitution should be substituted for prosecution; and

Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: law enforcement administration, criminal and civil law, investigation and crime prevention methods and techniques, rules of evidence, laws governing custody of persons, general business practices, and personal computers.

Ability to: communicate effectively, both orally and in writing, including good interviewing techniques and skills; draft complaints and search warrants; operate cameras and video equipment; establish and maintain effective working relationships with other county employees and officials, attorneys, court personnel, representatives of law enforcement agencies, and the general public; and maintain appropriate necessary certifications.

ACCEPTABLE EXPERIENCE AND TRAINING:

High school graduation, or its equivalent, training in basic criminal investigation, and two years of experience as a law enforcement officer;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED:

Basic certification from the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE).

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