

WICHITA COUNTY

Job Announcement



Posting Number: 2020-007

POSITION: Court Investigator

LOCATION: Office of the District Attorney
Wichita County Courthouse

SUPERVISOR: Chief Investigator

HOURS: 8:00 a.m. – 5:00 p.m., Monday – Friday (Overtime may be required.)

SALARY: \$54,900 - 59,700.00 annually (Depending on qualifications.)

POSTING DATE: May 13, 2020

CLOSING DATE: Open Until Filled

► **GENERAL DESCRIPTION:**

Investigate assigned criminal activities. Perform supplementary investigation to assist prosecutors in case preparations. Make arrests and file criminal cases.

► **ESSENTIAL DUTIES:**

- Assist attorneys in obtaining needed reports and documents from law enforcement agencies.
- Review completed investigations, reports and case-files of law enforcement agencies.
- Determine if all investigative avenues have been explored to prepare the case for trial/disposition.
- Assist attorneys in their preparation of cases filed in Wichita County for trial/disposition.
- Investigate crime scenes and collect evidence.
- Locate and arrest defendants in non-arrest status cases.
- Locate witnesses previously identified or known by the originating officers.
- Locate and interview witnesses not previously identified or known by the originating officers.
- Accumulate records subpoenaed or requested by the attorneys.
- Execute search warrants to obtain possible new evidence for the investigation.
- Liaison with law enforcement officers/agencies to ensure reports and evidence are properly prepared.
- Ensure prompt return of property no longer needed as evidence.
- Review/coordinate court order for destruction of evidence with appropriate law enforcement agency.
- Maintain Liaison with other police agencies in Wichita County.
- Evaluate videotaped interviews of children who are victims of physical/sexual abuse.
- Carry a firearm with legal authority to use in proper circumstances. Responsible for knowing when those circumstances are present.

- Conduct surveillance, raids, searches of premises and line-ups associated with investigations or allegations of criminal activity.
- Collect, preserve and tag evidence and determine the need for crime laboratory analysis and identification.
- Testify in criminal trials.
- Perform all other related duties involved in the operation of the Investigation Group as assigned or required.

► **ADDITIONAL DUTIES:**

- On call 24/7 for major crime scene investigations.
- Investigate criminal activity in which the District Attorney's Office is the initial investigative agency.
- Must be prepared to travel with the District Attorney and staff on cases which may require a change of venue.

► **MINIMUM REQUIREMENTS:**

- Must be at least twenty-one (21) years of age.
- Must be a high school graduate or equivalent (GED).
- Must have at least three years of experience as a certified Texas Peace Officer and be current on TCOLE training hours.
- Must have a valid Texas driver's license.
- Must possess above average writing skills.
- Must be able to work overtime or extended hours when necessary.
- Must have an above average ability to communicate with attorneys, staff members, victims of crimes and citizens.
- Must pass a pre-employment physical exam and drug test paid by Wichita County.
- Must be able to pass a thorough background investigation conducted by Wichita County.

► **CONDITIONS OF EMPLOYMENT:**

- Must be able to occasionally lift and move loads weighing up to fifty (50) pounds.
- Must observe and comply with Wichita County's NO SMOKING policy in County-owned buildings, offices, vehicles, motor driven equipment and on property designated as NO SMOKING areas.
- START DATE: June 2020. Interviews will be conducted as applications are received.

► **APPLY TO:**

- To be considered for employment, please submit your completed **WICHITA COUNTY EMPLOYMENT APPLICATION, COVER LETTER**, and the attached **PERSONAL HISTORY STATEMENT** and **WAIVER** to:

**Office of the Criminal District Attorney
Wichita County, Texas
ATTN: LaDonna Bedford
900 7th Street, Suite 352**

EQUAL OPPORTUNITY EMPLOYER: It is the policy of Wichita County to recruit, hire, train, and promote persons in all job categories without regard to race, color, national origin, religion, sex, age, or disability. It is the policy of Wichita County to consider qualified individuals according to ADA standards. If notified in advance, requested accommodations will be considered. Final reasonable accommodations will be determined in accordance with ADA standards by departments after appropriate consultation. Rejected accommodations will be documented and retained on file.

TEXAS RELAY: TDD (800) 735-2989, VOICE (800) 735-2988. For candidates requesting Braille, Mobility requests, etc., please call (940) 766-8108. HR/ADAAA Compliance Office, Wichita County Courthouse, 900 7th Street, Room 132, Wichita Falls, Texas 76301.