

**Job Title: Investigator II**

**Department:** Criminal Investigation, County Attorney's Office  
**Immediate Supervisor:** Lieutenant, Investigator IV

**BRIEF DESCRIPTION OF THE JOB:** Conducts investigative assignments regarding various offenses such as narcotics, hot checks, stolen vehicle and stolen property for the department. Performs other duties as assigned.

**ESSENTIAL FUNCTIONS:**

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Percentage  
of TimePhysical  
Strength  
Code

1) Conducts investigative assignments by reviewing evidence and reports, interviewing witnesses, victims and suspects, gathering evidence, performing searches, completing various forms and reports and presenting findings to court.	70%	L
2) May perform other duties by attending various meetings, maintaining equipment, providing training and instruction for personnel, assisting other agencies, supervising specialized teams and conducting community awareness activities.	30%	L
<b><u>Physical Strength Column:</u> S - Sedentary L - Light M - Medium H - Heavy VH - Very Heavy</b>		

**PHYSICAL DEMANDS**

*Overall Physical Strength Demands:*

\_\_\_\_\_ Sedentary     X  Light    \_\_\_\_\_ Medium    \_\_\_\_\_ Heavy    \_\_\_\_\_ Very Heavy

*Codes: for each physical demand code listed:*

*C = Continuously    F = Frequently    O = Occasionally    R = Rarely    N= Never*

*This is a description of the way this job is currently performed; it does not address the potential for accommodation.*

<b>Physical Demands</b>	<b>Frequency Code</b>	<b>Description</b>
Standing	O	Interviewing, in court
Sitting	F	Desk work, driving
Walking	O	To other offices
Lifting	O	Files, paperwork, evidence
Carrying	O	Files, boxes, evidence
Pulling	O	File drawers, boxes
Pushing	O	File drawers, boxes
Using Fine Dexterity	F	Computer keyboard
Reaching	O	For supplies and files
Kneeling	O	Searching for evidence
Crawling	O	Searching for evidence
Twisting	O	Filing, searches
Climbing	O	Step stool, searches
Balancing	N	
Seeing	C	Reading, computer screen, driving
Hearing	C	Communicating with general public and personnel
Talking	F	Communicating with general public and personnel
Using Foot Controls	O	Driving

**Machines, Tools, Equipment and Work Aids:**

Computer and related software, telephone, video and audio recording equipment, handcuffs, vehicle, radio, cell phone, flashlight, narcotic testing equipment, fingerprint kit

**Environmental Factors:**

Exposure to and frequency:

D = Daily      S = Seasonal      W=Several Times Per Week      M=Several Times Per Month

<b>ENVIRONMENTAL FACTORS</b>					
Dirt and Dust	M	Extreme Temperatures	M	Noise and Vibration	M
Fumes and Odors	Y	Wetness/Humidity	M	Darkness or Poor Lighting	Y

<b>HEALTH AND SAFETY</b>					
Mechanical Hazards	M	Chemical Hazards	M	Electrical Hazards	M
Fire Hazards	M	Explosives	W	Communicable Diseases	M
Physical Danger or Abuse	M	Other (specify)			

<b>PRIMARY WORK LOCATION</b>					
Office Environment	X	Warehouse		Shop	
Vehicle	X	Outdoors	X	Other:	

**Protective Equipment Required:**

Safety vest, face mask, firearm, body armor, gloves, lifejacket,

**Non-physical Demands:**

Frequency Codes:      F = Frequently      O = Occasionally      R = Rarely

Time Pressures	C	Emergency Situations	F
Frequent Change of Tasks	C	Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F	Working Closely with Others As Part of a Team	F
Tedious or Exacting Work	O	Noisy/Distracting Environment	R

## **JOB REQUIREMENTS**

### **Formal Education:**

Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Community college, vocational, business, technical or correspondences schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.

### **Experience:**

Over three years up to and including four years experience is required.

### **Certifications and Other Requirements:**

Intermediate TCLEOSE Certification

Basic Peace Officer's License

Valid Texas Class C Driver's License

### **Supervisory:**

Work requires functioning as a lead worker performing essentially the same work as supervised employees, and includes training, instructing, and scheduling work.

## **Contacts**

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the County which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the County who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

**Signatures - Review and Comment**

I have reviewed this job description and find it to be an accurate description of this job.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Supervisor

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Department Head

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change by the County Government as the needs and requirements of the job change.