

Job Title: Investigator IV

Department: District Attorney's Office

Immediate Supervisor: District Attorney

BRIEF DESCRIPTION OF THE JOB: Acts as chief investigator for the department, supervises personnel and assists with the preparation of cases for trial.

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 Time

Physical Strength Code

1) Assists prosecutors in trial preparation by reviewing criminal files, subpoenas and services, interviewing witnesses, victims and suspects, preparing exhibits and written evidence, ensuring evidence is ready for presentation and following up on investigative leads as needed.	40%	L
2) Conducts high profile investigations by initiating official misconduct investigations, investigating capitol murder cases, acting as liaison with law enforcement agencies, presenting cases to the grand jury and preparing court room testimonies.	30%	L
3) Manages the care, custody and control of evidence by meeting with personnel submitting evidence, preparing evidence submittal forms, assigning evidence to specific holding areas, entering data into computer and remaining responsible for the disposition and destruction of evidence as ordered by court.	10%	L
4) Performs other duties by ensuring the overall security for the department, serving as grand jury coordinator, managing day to day operations and assisting with hot check investigations.	10%	L
5) Supervises personnel by assigning work duties, performing evaluations, managing time off and providing direction and counsel as needed.	10%	L
<p><u>Physical Strength Column:</u> S - Sedentary L - Light M - Medium H - Heavy VH - Very Heavy</p>		

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.

Physical Demands	Frequency Code	Description
Standing	F	In court room, during investigations
Sitting	F	Desk work, driving
Walking	F	To other office, at crime scene
Lifting	O	Files, evidence, boxes
Carrying	O	Files, evidence, boxes
Pulling	O	Dolly
Pushing	O	Dolly
Using Fine Dexterity	F	Computer keyboard
Reaching	O	For supplies
Kneeling	O	Gathering evidence
Crawling	R	Gathering evidence
Twisting	R	From computer to telephone
Climbing	O	Stairs
Balancing	N	
Seeing	C	Reading, computer screen, driving
Hearing	C	Communicating with personnel and general public
Talking	F	Communicating with personnel and general public
Using Foot Controls	F	Driving

Machines, Tools, Equipment and Work Aids:

Computer and related software, radio, copier, fax machine, surveillance equipment, audio and visual equipment

Environmental Factors:

Exposure to and frequency:

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

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

HEALTH AND SAFETY					
Mechanical Hazards	Y	Chemical Hazards	M	Electrical Hazards	N
Fire Hazards	N	Explosives	Y	Communicable Diseases	D
Physical Danger or Abuse	D	Other (specify)			

PRIMARY WORK LOCATION					
Office Environment	X	Warehouse		Shop	
Vehicle	X	Outdoors	X	Other:	

Protective Equipment Required:

Latex gloves, firearms

Non-physical Demands:

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

Time Pressures	C	Emergency Situations	R
Frequent Change of Tasks	C	Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	C	Working Closely with Others As Part of a Team	C
Tedious or Exacting Work	F	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 correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.

Experience:

Over five years up to and including six years experience is required.

Certifications and Other Requirements:

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.

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.