

Job Title: Investigator

Department: County Attorney’s Office, District Attorney, Sheriff
Immediate Supervisor: Lieutenant, Senior Investigator

BRIEF DESCRIPTION OF THE JOB: Conducts investigative assignments regarding various offenses 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 Time Physical
Strength
Code

1) Conducts investigative assignments by reviewing reports and evidence, conducting interviews with witnesses, victims and suspects, completing and filing various paperwork and reports and presenting findings and evidence to court.	60%	L
2) May perform other duties by conducting patrol functions, participating on the SWAT and honor guard teams and conducting hot check enforcement.	40%	L
<u>Physical Strength Column:</u> S - Sedentary L - Light M - Medium H - Heavy VH - Very Heavy		

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	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, vehicle, recording equipment, communication devices, camera, radar, narcotic testing 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	M	Extreme Temperatures	M	Noise and Vibration	M
Fumes and Odors	Y	Wetness/Humidity	Y	Darkness or Poor Lighting	Y

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

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

Protective Equipment Required:

Firearms, handcuffs, body armor, mace

Non-physical Demands:

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

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

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 school are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.

Experience:

Over one year up to and including two years experience is required.

Certifications and Other Requirements:

Basic Peace Officer Certification

TCLEOSE Certification

Valid Texas Class C Driver's License

Supervisory:

N/A

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.