

Job Title: Investigator Senior

Department: County Attorney’s Office, District Attorney’s Office
Immediate Supervisor: County Attorney, District Attorney

BRIEF DESCRIPTION OF THE JOB: Reviews and screens investigation cases. Manages records and evidence, conducts investigations and assists with preparations for court.

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) Reviews and screens cases by reading files, preparing evidence and exhibits, interviewing witnesses, serving subpoenas and preparing presentations for court.	30%	L
2) Manages records and evidence by storing and retrieving files in storage, labeling evidence, filling out appropriate forms, entering data into computer and transporting evidence and records as needed.	30%	L
3) Conducts investigations by interviewing witnesses, victims and suspects, gathering evidence, preparing courtroom testimony, preparing reports, warrants and other documentation and assisting other agencies.	30%	L
4) May perform other duties by assisting with hot check cases, serving as Grand Jury Coordinator and handling office security.	10%	L

Physical Strength Column: 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	F	During interviews, at crime scene
Sitting	F	Desk work, driving
Walking	F	Serving subpoenas, collecting evidence, to other offices
Lifting	O	Evidence, files, equipment
Carrying	O	Evidence, files, equipment
Pulling	O	File drawers
Pushing	O	File drawers
Using Fine Dexterity	F	Computer keyboard
Reaching	O	For files, supplies, evidence
Kneeling	O	Gathering evidence
Crawling	R	Gathering evidence
Twisting	R	From computer to telephone
Climbing	R	Stairs
Balancing	N	
Seeing	C	Computer screen, driving, reading
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, telephone, audio and visual equipment, camera, radio, vehicle, fax machine, copier, typewriter

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	Y	Noise and Vibration	M
Fumes and Odors	Y	Wetness/Humidity	M	Darkness or Poor Lighting	Y

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

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

Protective Equipment Required:

Firearms, handcuffs, gloves

Non-physical Demands:

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

Time Pressures	F	Emergency Situations	O
Frequent Change of Tasks	C	Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F	Working Closely with Others As Part of a Team	C
Tedious or Exacting Work	F	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 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 of experience is required.

Certifications and Other Requirements:

Intermediate TCLEOSE Certification

Basic Peace Officer's License

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.

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.