

**Job Description: INVESTIGATOR (SERGEANT)**  
**(DISTRICT ATTORNEY'S OFFICE)**

**CLASS NO.** 1106

**EEOC CATEGORY:** Protective Service Workers

**PAY GROUP:** 20

**FLSA:** Nonexempt

**SUMMARY OF POSITION**

Conducts investigations for felonies and prepares cases for court; verifies information in patrol officers'/deputies' and investigators' reports; gathers evidence from the crime scene; interviews witnesses and collects statements from suspects; assists with filing charges against suspects; and provides any other law enforcement function as needed under the direction of the District Attorney.

**ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: District Attorney
2. Directs: Crime scene personnel as directed by District Attorney and all training functions of the District Attorney's Office.
3. Other: Has frequent contact with other departments; federal, state, and local law enforcement agencies; local officials; criminals; crime victims; and the general public.

**EXAMPLES OF WORK**

Essential Duties\*

Conducts investigations and collects information on felony crimes including homicides, burglaries, thefts, criminal mischief, etc.;

Verifies reports submitted for prosecution from other agencies;

Interviews witnesses and suspects, obtains statements and depositions, and prepares investigation reports;

Recovers evidence at the crime scenes, gathers, labels, and processes evidence, transports evidence to crime lab and medical examiner's offices, collects information needed to file charges, and prepares cases for trial;

Maintains adequate records in preparation of cases for presentation to the court or to a grand jury;

Assists other agencies in executing search or arrest warrants when needed;

Instructs other peace officers in updated procedures and curriculum from the Texas Commission on Law Enforcement Standards and Education (TCLEOSE);

\*For the purpose of compliance with the Americans with Disabilities Act (ADA).  
This job description does not take into account potential reasonable accommodations.  
Updated and Approved CC 8/13/2013

## **CLASS 1106 (Continued)**

Works directly with the District Attorney and other law enforcement agencies, sharing information as needed and assisting them in clearing cases;

Prepares and presents evidence in trial;

Provides necessary security detail to District Attorney;

Serves necessary court documents to witnesses and other involved parties;

Testifies in court;

Prepares and files accurate reports;

Maintains on-call availability for criminal investigations; and

Coordinates case referrals to the Texas Rangers or Federal Law Enforcement when necessary.

### **Other Important Duties\***

Performs such other related duties as directed by the District Attorney.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* law enforcement administration; criminal and civil law; investigation and crime prevention methods; identification records and procedures; the use and care of vehicles, firearms, and specialized equipment; civil process for court documents; presentation of evidence in a courtroom setting; and TCLEOSE status reporting procedures.

*Skill/Ability to:* safely use vehicles, firearms, and specialized equipment; operate a computer and/or typewriter to prepare records and reports; apply criminal investigative techniques; establish and maintain effective working relationships with other law enforcement agencies, judicial officials, county employees, and the general public; demonstrate proficiency in both oral and written communication; maintain accurate records; and maintain appropriate necessary certifications.

## **ACCEPTABLE TRAINING AND EXPERIENCE**

High school graduation, or its equivalent, plus at least 10 years of experience as a certified peace officer;

Specialized training in various types of criminal investigations;

Supervisor training/experience highly recommended;

*or* any equivalent combination of experience and specialized training which provides the required knowledge, skills, and abilities to perform as an Investigator for the District Attorney.

**CLASS 1106 (Continued)**

**CERTIFICATES AND LICENSES REQUIRED**

Must currently be a licensed peace officer in good standing with the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE)

Advanced Certification by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE)

Instructor Certification by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) preferred.

Sexual Assault and Family Violence Special Investigator Certification by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) preferred.