

The American Rescue Plan funds to assist in the efforts to address and overcome the backlog of cases during the 2020 pandemic (COVID-19), the 197th Judicial District Attorney's Office (Willacy County) will be accepting applications for **Investigator**. Temporary Position.

Job Description:

- Conducts case investigations, including locating and interviewing victims, witnesses, defendants, law enforcement representatives, and other persons. · Collects and secures evidence in accordance with departmental procedures, accesses criminal history records, public and business records, and other pertinent information.
- Contacts laboratory analysts, medical examiners, physicians, judicial staff, and law enforcement officials in the investigation of cases; works closely with county, state, and federal law enforcement agencies, and others to share and transfer information and to assist in clearing cases at intake
- Prepares witnesses for testimony in court trials; prepares and executes search and arrest warrants, entry of premises, and personal service in accordance with directives and department procedures; prepares and serves subpoenas.
- Attends meetings and training sessions; performs other duties, as assigned.

Knowledge, Abilities, and Skills:

- Knowledge of investigation and interrogation/interview techniques and practices; crime scene search techniques and proper evidence handling; applicable codes and statutes; use and care of vehicles, firearms, computers, and other specialized equipment used in investigations work
- Ability to conduct thorough investigations, properly maintain records, and prepare comprehensive reports; establish and maintain effective working relationships with attorneys, judicial officials, County employees, and others contacted in the course of work; and complete mandated TCLEOSE training and firearms qualification requirements; ability to administer basic first aid
- Skill in oral/written communication and interpersonal relations.

Education and/or Experience Required:

Graduation from an accredited police academy with a minimum six years of experience in law enforcement and at least four years of experience in investigations work.

Certificates and Licenses:

License as a Peace Officer from Texas Commission on Law Enforcement Officers Standards and Education (TCLEOSE). Valid Texas Class C Driver's License.

Benefits:

Willacy County offers a competitive benefits program, including comprehensive group health and related benefit retirement plan.

Hours:

Monday through Friday 8:00 a.m. to 5:00 p.m. Hours may vary based on the business needs of the department. Will be "on call" 24 hours / day, 365 days a year.

Base Salary:

up to \$54,000 per year for up to 12 months

If you wish to apply for an **Investigator**, please send a resume, transcript(s), or certificate and completed application by email to annette.hinojosa@co.willacy.tx.us

All applications will be accepted until the position is filled.

Willacy County is an Equal Opportunity Employer and complies with the Americans with Disabilities Act.