

Job Description: DEPUTY INVESTIGATOR

CLASS NO. 1120

EEOC CATEGORY: Service Workers

PAY GROUP: 215

FLSA: Non-exempt

SUMMARY OF POSITION:

Conducts criminal investigations with primary emphasis on felony and misdemeanor cases and performs a variety of law enforcement functions as a liaison with the Polk County Sheriff's Office and the Polk County District Attorney's Office to receive cases from the county law enforcement agencies.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: District Attorney and Polk County Sheriff..
2. Directs: This is a non-supervisory position.
3. Other: Works closely with other departmental employees, law enforcement agencies, prisoners, witnesses, and the general public.

EXAMPLES OF WORK: Conducts follow up investigative leads, gathers reports of all investigations conducted, and other tasks required to complete reports to transfer to the District Attorney's Office.

Essential Duties*

Conducts all aspects of criminal investigations primarily involving felony cases but may occasionally conduct investigations of misdemeanor or civil cases as required;

Conducts pretrial crime scene investigations;

Collects evidence to be used in trial, locates physical evidence, and handles and preserves chain of custody of evidence;

Locates prosecution witnesses, conducts background investigations of suspects and state and defense witnesses, obtains criminal histories, and obtains statements from witnesses and suspects;

Receives subpoenas for and issues copies of civil case records and serves as custodian of these records;

Works closely with all other related law enforcement agencies in conducting criminal investigations;

**for the purpose of compliance with the Americans With Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.*

Serves subpoenas; Assists others within and outside of the department on special cases;

CLASS NO. 1120 (Continued)

Transports evidence and prisoners as needed; and

Other Important Duties*

May assist in selecting of jurors;

May review certain cases to determine if restitution should be substituted for prosecution; and

Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of law enforcement administration, criminal and civil law, investigation and crime prevention methods and techniques, rules of evidence, laws governing custody of persons, general business practices, and personal computers.

Ability to: communicate effectively, both orally and in writing, including good interviewing techniques and skills; draft complaints and search warrants; operate cameras and video equipment; establish and maintain effective working relationships with other county employees and officials, attorneys, court personnel, representatives of law enforcement agencies, and the general public; and maintain appropriate necessary certifications.

ACCEPTABLE EXPERIENCE AND TRAINING:

High school graduation, or its equivalent, training in basic criminal investigation, and two years of experience as a law enforcement officer; *or* any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED:

Basic certification from the Texas Commission on Law Enforcement Officer 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.