**Department: Hill Country Regional Public Defender’s Office Position/Title: Investigator**

**Employment status: Non-exempt Pay Grade: $60,000 to $66,000**

**GENERAL DESCRIPTION**

The Hill Country Regional Public Defender Office (HCRPDO) Investigators staff offices in Kerr and Medina Counties. The HCRPDO represents persons who are not financially able to hire legal counsel in Kerr, Gillespie, Kendall, Bandera, and Medina Counties.

**ESSENTIAL JOB DUTIES:**

1. Conducts investigations to support the legal defense of a variety of criminal cases.
2. Interviews clients, witnesses, relatives and others to obtain statements, documents and related factual evidence.
3. Visits crime scenes to evaluate physical and environmental factors related to case investigation.
4. Prepares diagrams, charts and drawings and takes photographs of crime scenes.
5. Locates and interviews witnesses and analyzes their statements.
6. Presents findings and evaluations to the HCRPDO staff.
7. May appear and testify in Court.
8. Prepares reports and correspondence.
9. Serves subpoenas.
10. Performs related duties and fulfills responsibilities as required.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of the techniques and practices of criminal investigations, preferably on behalf of criminal defense lawyers.
2. Knowledge of the Code of Criminal Procedure, Penal Code, and Rules of Evidence.

## Investigator

1. Knowledge of the admissibility of confessions and statements of witnesses.
2. Ability to gather, organize, analyze and evaluate facts and evidence and draw sound conclusions objectively.
3. Prepare accurate reports.
4. Conduct investigations.
5. Communicate verbally and in writing.
6. Ability to perform physical requirements of the position Ability to become a Notary Public in the State of Texas.
7. Ability to perform customer service.

**EDUCATION AND EXPERIENCE:**

1. Bachelor's degree from an accredited college or university in Criminal Justice, Forensics, Sociology, Political Science, Psychology, Journalism, Education or related field, preferred but not required.
2. Verifiable training or work experience performing investigative duties or intensive research in the field of the military, insurance, law, criminal justice, journalism, public health, civil rights, education, social sciences, public policy or related field.
3. Two years of verifiable experience as an investigator.
4. Valid driver's license and reliable motor vehicle.
5. Any combination of education and experience that demonstrates the required knowledge, skills, and abilities to perform the duties and responsibilities of this role.
6. Must be at least 21 years of age.
7. Willingness to work irregular hours and/or occasionally travel out of town/state and stay overnight as individual investigations demand.
8. Bilingual (English/Spanish) preferred but not required.