



**ECTOR COUNTY, TEXAS  
HUMAN RESOURCES DEPARTMENT**

**CIVILIAN BACKGROUND INVESTIGATOR  
ECTOR COUNTY SHERIFF'S OFFICE**

The Ector County Sheriff's Office is in need of a Civilian Background Investigator. The Civilian Background Investigator will be under the supervision of the Sergeant and the Sheriff.

**PRIMARY DUTIES:** The Civilian Background Investigator must be experienced, with a minimum of 2 years conducting background investigations; conduct thorough background investigations on individuals for various purposes, including employment, security clearances, and other legal matters; gather and analyze information from various sources, such as databases, interviews, and records; conduct in-depth interviews with subjects, references, and other relevant individuals to gather information; collect and review documents, such as financial records, criminal records, and educational records; write detailed reports summarizing findings and providing recommendations based on investigation; maintain accurate and organized case files and documentation; collaborate with law enforcement agencies and other professionals as needed; adhere to legal and ethical standards in conducting investigations.

**MINIMUM QUALIFICATIONS:** High school diploma or equivalent is required with a valid Texas Driver's License with an insurable driving record; previous experience in background investigation or a related field is preferred; strong report writing skills with the ability to clearly articulate findings and recommendations; knowledge of law enforcement procedures and practices; excellent data collection and analysis skills; ability to conduct investigation; strong attention to detail and ability to work independently; excellent communication and interpersonal skills

**SALARY:** DOE plus excellent benefits. work days & hours: Monday-Friday; 8am-5pm, weekends when needed.

**DEADLINE:** Until sufficient applications have been submitted for consideration  
Please apply at <https://ectortx.seamlessdocs.com/f/EmploymentApplication> or in person at the Human Resources Department, Ector County Annex Building 1010 E. 8th Street, Room 126, Odessa, Texas. Ector County does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services.

