



INVESTIGATOR **DISTRICT ATTORNEY'S OFFICE**

The Ector County District Attorney's Office is in need of an Investigator who will handle all aspects of felony investigations from inception through trial in all District Courts of Ector County and elsewhere, if necessary.

PRIMARY DUTIES: Receives and reviews cases filed with the District Attorney's Office, prepares case summaries and written requests for information needed to complete the case; deals with prosecutors on cases and responds to requests for various documents and materials; schedules and handles all aspects of polygraph examinations; performs hot check investigations, including locating check writer, setting up payment schedules, and making payments to the victim; assists various prosecutors with all aspects of a trial, including juries, evidence, testimony, and progress of cases; conducts special investigations as requested; provides support to other agencies for investigations; helps present cases for both Grand Jury and pre-trial hearings; issues subpoenas for witnesses and records; and provides security for various courtroom proceedings; prepare and operate Power Point presentations for Grand Jury and at trial. Complete job description is available in Human Resources

MINIMUM QUALIFICATIONS: Requires an equivalent combination of education and experience, which provides the required knowledge, skills and abilities with TCLEOSE certification. Texas Criminal Laws and procedures; the legal system; safe operation of firearms; use of still and video cameras; operations of computers and Power Point, as well as copy machines, facsimile machines; operation of investigative equipment, including fingerprint equipment, communication equipment; and criminal investigations and trials.

Certification from Texas Commission of Law Enforcement Officer Standards and Education (TCLEOSE). Must have a valid Texas driver's license with an insurable driving record.

SALARY: Depending on experience plus excellent benefits. Usual working hours are 8:00 to 5:00, Monday through Friday; however, additional hours may be necessary as workload dictates.

DEADLINE: Until sufficient amount of applications have been submitted for consideration.

Please apply in Human Resources Department at the Ector County Annex Building 1010 E. 8th Street, Room 126, Odessa, Texas. Ector County does not discriminate based on race, color, national origin, sex, religion, age and disability in employment or the provision of services.

Notice: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee is Form I-9 to confirm work authorization. Passing a pre-employment urinalysis drug screen is required.

5/17/18

Job #608