



**ANDERSON COUNTY  
SHERIFF'S OFFICE  
W. R. FLORES, SHERIFF**  
1200 E. LACY ST. PALESTINE, TEXAS 75801  
PHONE 903-729-6068 FAX 903-729-3022



**Job Vacancy Announcement**

1/1/2021

**Position:** Criminal Investigator (Full-time)

**Open:** Until filled

**Salary:** Current - \$43,672.12 per year (5% increase effective 01-01-2022). TCOLE certification pay. Step pay (\$3,000 per year) after 5 years of service. Paid overtime and holidays, TDCRS retirement benefits. County provided uniforms, vehicle, handgun and training.

**Summary of Position:** Conduct investigations of misdemeanor and felony crimes, collect and preserve evidence, interrogate offenders, question witnesses and victims, prepare case files for testimony in Grand Jury and trials, establish and maintain liaison with city, county, state, and federal officials. Abide by all lawful policies and procedures, orders and instructions issued by the Anderson County Sheriff's Office.

**Essential Duties:**

- Investigates and detects violation of state laws and regulations.
- Conducts criminal investigations. Prepares complaints and affidavits for search and arrest.
- Prepares cases for presentation in court; preserves and presents physical evidence; testifies in court; and reports disposition of case
- Contacts victims, witnesses and suspects, interviews and takes statement from same.
- Apprehends criminals, rescues victims, seizes illegal contraband, detects and prevents terrorist attacks, and disrupts criminal organizations.
- Serves criminal warrants and arrests, processes, and transports prisoners.
- Performs disaster rescue operations, responds to critical incidents and major investigations, cares for the injured, controls crowds, and directs traffic.
- Maintains liaison with appropriate personnel and entities to collect and share relevant information.
- Answers inquiries pertaining to legal, policy, or procedural information.
- Performs or schedules routine maintenance and servicing of assigned fleet vehicles, and prepares activity, auto, mileage, repair, and gasoline consumption reports.
- Trains consistently with issued weapons and equipment and maintains all equipment in proper condition.
- May train others or provide guidance to less tenured staff.
- Performs related work as assigned by Sheriff.

**A job profile is not a comprehensive job description.**

**Minimum Qualifications:** High School Diploma or GED is required. Must be 21 at time of employment and have a valid Texas driver's license. License as a peace officer in good standing with TCOLE, Intermediate Certificate required. Experience as a criminal investigator preferred. Must pass criminal history background check, drug screen, physical and psychological examination.

Applications are mandatory and available on-line at [www.co.anderson.tx.us](http://www.co.anderson.tx.us) under the Sheriff's tab or Employment Opportunities tab.