

INVESTIGATOR

Salary

\$45,000.00 Annually

Location

Robert Lee, Texas

Job Type

Full-Time Regular

Department

Coke County Attorney

Opening Date

06/01/2024

Closing Date

Continuous

Description

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Coke County does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment of the provisions of services.

Summary

Work with elected Coke County Attorney and staff handling misdemeanor criminal cases and related matters. Primary responsibilities will be assisting elected Coke County Attorney with trial preparation, providing logistical support and security during trial, locating victims and witnesses, and serving subpoenas.

Responsibilities

- Learns and utilizes computerized case management system.
- Utilizes written and verbal communication skills.
- Keeps professional demeanor and appearance at all times.
- Keeps a pleasant attitude in dealing with co-workers, victims, witnesses, and public.
- Organizes, multitasks, prioritizes, and works under pressure.
- Stays motivated and reliable.
- Investigates all misdemeanors presented to the elected Coke County Attorney by law enforcement.

- Physical responsibilities include, but are not limited to, standing, sitting, reaching, lifting, and listening, writing, stooping, reading, bending, carrying, filing, typing, and driving.
- Ability to use force up to and including deadly force.
- Mental responsibilities include, but are not limited to, detecting, evaluating, researching, communicating, inspecting, estimating, coordinating, reading, calculating, and planning.
- Performs other duties as assigned

Education and/or Experience

- Requires bachelor's degree or knowledge equivalent to a bachelor's degree in Criminal Justice or a closely related area.
- Requires three years investigator related law enforcement work experience. Any equivalent combination of experience and training may substitute for educational requirements.

Other Qualifications, Certificates, Licenses, Registrations

- TCOLE Certification.
- Experience and certification in TCIC/NCIC access.

Agency

Coke County

Address

13 East 7th Street
Robert Lee, Texas 76945

Phone

(325) 400-5525
(214) 683-6154

Email

countyattorney@co.coke.tx.us

Website

<https://www.co.coke.tx.us>

Application Instructions

If interested in this position, then please email a cover letter and resume to countyattorney@co.coke.tx.us.