

Investigator – Calhoun County Criminal District Attorney’s Office

The Calhoun County Criminal District Attorney, Sara M. Rodriguez, is accepting applications for an investigator position. The position will be officially open February 1, 2025. Investigators with the Calhoun County Criminal District Attorney’s Office are certified Texas Peace Officers that provide an invaluable service to the prosecutors and civil attorneys of the office, as well as to victims and witnesses of cases as they proceed through the judicial system. Investigators report to the elected Criminal District Attorney.

Position: Investigator

Salary of \$72,972 (annual county-funded salary) plus benefits with additional SB 22 supplemental funding available depending upon qualifications and experience.

Essential Duties / Functions:

- Under the direction from the elected District Attorney, will handle sensitive criminal investigations.
- Coordinate investigations with and act as liaison to representatives of federal, state, county and local law enforcement agencies as well as Criminal District Attorney’s Office Staff.
- Work on assignments outside of normal 8am-5pm office hours as requested by the Criminal District Attorney and her assistants.
- Ensure compliance with TCOLE regulations.
- Initiate and follow-up on investigations, gathering pertinent information, statements and evidence, including interviewing and interrogating witnesses
- Locate, interview and notify witnesses of trial dates by means of serving subpoenas, summons and writs.
- Work as a member of a trial team alongside prosecuting attorneys, assisting in organizing, preparing and prosecuting cases, including assisting with jury selection when needed.
- Coordinate the collection, preparation and review of the physical evidence for trial, following strict legal requirements for chain of custody.
- Secure the cooperation and attendance of witnesses.
- Assist in reviewing and preparing arrest warrants, search warrants, and may make arrests, as needed.
- Assist in reconstructing events, sequences, and time elements in preparation for criminal prosecution.
- Testify in Court.
- Respond to major crime scenes as needed, including after-hours response.
- Provide assistance and expertise to law enforcement agencies investigating criminal offenses.
- Provide in court security to prosecutors when necessary
- Ensure and maintain knowledge of current investigative techniques and best practices.

- Maintain investigative staff records, educational hours, firearms qualifications, and certificates.
- Maintain accurate inventory of investigative assets, including firearms, safety accessories, radios, fleet vehicles, etc.
- Maintain fleet vehicles.
- Establish and maintain effective working relationship with co-workers, other law enforcement agencies, and the public.
- Other duties and responsibilities as assigned.

Qualifications

- Must have passed a general educational development (GED) or hold a high school diploma.
- Must be TCOLE Certified Peace Officer in good standing, proficient in the use of firearms.
- Minimum of 30 college hours in Criminal Justice or Law Enforcement Field from an accredited college or university. Advanced TCOLE certification may be considered in lieu of college hours.
- Minimum 10 years peace officer experience preferred with a minimum of 6 years investigative experience in a criminal investigations division with advanced training in digital evidence processing and analysis, investigative techniques, and interview techniques.
- Must possess and maintain a valid Texas driver's license.
- Must be able to pass background investigation, drug testing, polygraph exam, physically able to perform duties and psychological evaluation upon request.
- Self-Motivated, with the ability to work independently in preparing and organizing cases for disposition.

Applications will be accepted through February 15, 2025.

Submit Resumes and references via email, mail, or fax to:

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