



## **EMPLOYMENT OPPORTUNITY**

**JOB TITLE:** Investigator (Criminal Investigation Division)

**DEPARTMENT:** Chambers County Sheriff's Office

**REPORTS TO:** CID Lieutenant and Captain

**ANNUAL SALARY:** \$61,952.22 - \$69,682.14 (Commensurate with experience)

**APPLICATION PERIOD:** August 8, 2017 – until filled

### **SUMMARY OF POSITION**

Conducts investigations for felonies and misdemeanors and prepares cases for court; verifies information in patrol deputies' reports; gathers evidence from the crime scene; interviews witnesses and collects statements from suspects; and assists with filing charges against suspects. Has frequent contact with other sheriff's office employees; federal, state, and local law enforcement agencies; local officials; criminals; crime victims and the general public.

### **EXAMPLES OF WORK**

Conducts investigations and collects information on misdemeanor and felony crimes including homicides, burglaries, thefts, criminal mischief, etc.;

Verifies reports written by patrol deputies;

Interviews witnesses and suspects, obtains statements and depositions, and writes investigation reports;

Recovers evidence at the crime scene, gathers, labels, and processes evidence, transports evidence to crime lab and medical examiner's offices, and collects information needed to file charges;

Maintains adequate records in preparation of cases for presentation to the court or to a grand jury;

Executes arrest warrants for felonies and misdemeanors;

Works with District Attorney, County Attorney and other law enforcement agencies, sharing information as needed and assisting them in clearing cases;

Testifies in court;

Prepares and files accurate reports;

Maintains on-call availability for criminal investigations; and

Performs such other related duties as may be assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* law enforcement administration; criminal and civil law; investigation and crime prevention methods; identification records and procedures; and the use and care of vehicles, firearms, and specialized equipment.

*Skill/Ability to:* safely use vehicles, firearms, and specialized equipment; operate a computer and/or typewriter to prepare records and reports; apply criminal investigative techniques; establish and maintain effective working relationships with other law enforcement agencies, judicial officials, and the District and County Attorney’s offices, other county employees, and the general public; demonstrate proficiency in both oral and written communication; maintain accurate records; and maintain appropriate necessary certifications.

**MINIMUM QUALIFICATIONS:**

**Formal Education:** Associates Degree in a related field or a combination of college courses and experience that could be considered equivalent to a Associates Degree or four (4) years of military service with a Honorable Discharge.

**Related Experience:** A minimum of 10 years’ experience as a certified law enforcement officer. At least five years of documented supervisory experience.

**Certification/License:** Advanced or Master TCOLE certificate with a minimum of 2600 training hours recognized by TCOLE.

Meet with an interview board and explain your qualifications and what you could bring to the Criminal Investigations Division and how you will make the Division be more productive.

**PRE-EMPLOYMENT REQUIREMENTS:**

Possess a valid driver license with acceptable driving record; undergo a comprehensive background investigation prior to being made a final offer. The investigation may include but is not limited to a records check, credit review, verification of credentials and interview. Pass a pre-employment physical fitness test, medical physical and drug test; pass a polygraph, search of local, state and U.S. national records and fingerprint files to disclose any criminal records.

Contact: Chambers County Sheriff’s Office  
201 North Court  
Anahuac, Texas 77514  
409-267-2500

Chambers County is an equal opportunity employer. The County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.