



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Investigator I	Job Code:	70601	Job Grade:	INV I
Reports to:	Deputy Chief Investigator	Pos. No:	TBD	SIC:	9222
Department:	District Attorney	Loc. Code:	0862004	FLSA Code:	N
Division:		CS Code:	A	EEOC Code:	B01

Summary of Functions: Provides basic law enforcement/investigative support and assistance to Assistant District Attorney assigned to case.

Duties and Responsibilities:	Time	Essential (E) or Non-Essential (N)
1. Gathers pertinent information, statements and evidence in support of the assigned Assistant District Attorney which includes interviewing and interrogating witnesses and running criminal background checks using the NCIC/TCIC system, etc.	30%	E
2. Locates, interviews and notifies witnesses of trial dates by means of serving subpoenas, summons and writs, and checks criminal histories of witnesses for trial.	20%	E
3. Works as a member of a trial team or section in preparing cases for disposal and assists in the jury selection process.	20%	E
4. Coordinates the collection, preparation and review of physical evidence for trial by following strict legal requirements for main-training chain of custody.	10%	E
5. Secures the cooperation and attendance of witnesses and coordinates and facilitates their appearance.	10%	E
6. Assists in preparing arrest and search warrants, and may make arrest.	05%	E
7. When assigned to Domestic Violence Court, organizes and manages the pre-trial docket and caseload of defendants on bond or conditional dismissal docket and reports any non-compliance with bond conditions / safety concerns. May assist with serving warrants for bond violations.	As Required.	E

Minimum Qualifications:

Education, Experience and Training:

Minimum educational requirements: Must have on file documentation that the individual (A) has passed a general educational development (GED) test indicating high school graduation level; or (B) hold a high school diploma. An Associates Degree in a law enforcement field from an accredited college or university OR equivalent experience in a peace officer’s job plus an additional two (2) years peace officer experience is required.

Investigator Recruit:

A candidate may be considered for an Investigator Recruit position at a lower salary grade if he/she has an Associate’s Degree or 60 college hours from an accredited college or university with a minimum of 30 hours in Criminal Justice or law enforcement, and TCLEOSE certification, but lacks the two (2) years of actual peace officer experience. The Recruit(s) will be enrolled in a Field Training Program established by the Dallas County District Attorney’s Office, until he/she meets all of the standard minimum qualifications.

Special Requirements:

Must be a Certified Peace Officer and proficient in the use of a firearm. Knowledgeable of investigative techniques and ability to communicate both verbally and in writing with a diverse group of individuals. Skilled at applying interviewing techniques while assisting the prosecutors in adverse or hostile conditions. **Must pass criminal background investigation. Mandatory drug test prior to and during employment. This position requires successful completion of a polygraph exam, psychological exam, physical exam and is subject to random, unannounced drug/alcohol testing. Must have a valid Texas drivers’ license and a good driving record.**

Physical/Environmental Requirements:

Normal office environment 50% of the time with the remainder of time spent in a typical Law Enforcement Street environment.

Disclaimers:

This is an at-will position with no civil service or other appellate rights. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Hay Points: KH= pts, PS= pts, AC= pts, TTL= pts,

Position numbers: 3470, 3310, 5020, 3435, 3469, 4393, 5205, 3311, 3436, 3393, 3392, 5652.

Supervisor Signature _____ Date _____

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Reviewed by Human Resources/Civil Service on _____ Date 9/2012; 11/10/2013

Approved by Civil Service Commission on _____ Date April 19, 2004;

Approved by Commissioners Court and/or Civil Service Commission: 5/16/2011 5/16/2011; 9/2012; 9/16/2013;11/18/2013

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. The percentage of time devoted to each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.

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