



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Investigator III (Special Investigator)	Job Code:	7060300	Job Grade:	INV III
Reports To:	Deputy Chief Investigator	Pos. No:	Various	FLSA Code:	E
Department:	District Attorney	Loc. Code:	0862004	SIC Code:	9222
				WC Code:	8810
Division:		CS Code:	A	EEO Code:	B01

Summary of Functions: This position works independently in providing support and expertise to the Assistant District Attorney in investigating moderate to complex level cases and/or cases requiring special skills.

Management Scope: N/A

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Independently assists the assigned Assistant District Attorney in gathering pertinent data, identifying significant factors and recognizing solutions for the complex and/or specialized cases involving capital murder and high dollar value white collar crime.	40	E
2. Independently locates and develops evidence for trial or plea negotiations.	10	E
3. Works independently in planning and organizing work, as part of a trial or section, in preparing cases for disposition.	10	E
4. Assists in reconstructing events, sequences and time elements in preparation of criminal cases.	10	E
5. Locates, interviews, and notifies witnesses of trial dates by means of serving subpoenas, summons and writs, and makes arrests. Coordinates transportation and lodging of trial witnesses. Checks background of witnesses that may be used during trial.	10	E
6. Collects and prepares physical evidence for trial which includes reviewing various reports such as medical autopsy and forensic reports, investigating the crime scene, reviewing criminal scene data, gathering evidence, determining what evidence needs to be analyzed and drawing informative accurate conclusions.	05	E
7. Assists the Assistant District Attorney during jury selections and trial presentations.	05	E
8. Supervises and trains Level I and Level II investigators; acts as lead when more than one investigator is required.	05	E
9. Performs other duties as assigned.	05	N

Minimum Qualifications:

Education, Experience and Training:

Must have passed a general educational development (GED) or (B) hold a high school diploma. A Bachelor's degree from an accredited college or university in a job related field of study. Six (6) years of experience in investigative law enforcement required, OR has been awarded an Advanced Peace Officer Certificate from T.C.L.E.O.S.E and no experience.

Special Requirements/Knowledge, Skills & Abilities:

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. This position may require successful completion of a polygraph exam, psychological exam, physical exam and is subject to random, unannounced drug/alcohol testing.

Physical/Environmental Requirements:

Standard office environment 50% of the time with the remainder of time spent in a typical law enforcement street environment.

Hay Points/Point Factor:

N/A

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date 9/2012; 01/28/2013

Approved by Civil Service Commission on

Date 9/2012; 01/28/2013

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. Any percentage of time included on 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.