



## DALLAS COUNTY JOB DESCRIPTION

---

<b>Job Title:</b>	Investigator II (Sr. Investigator)	<b>Job Code:</b>	706020	<b>Job Grade:</b>	INV II
<b>Reports To:</b>	Deputy Chief Investigator	<b>Pos. No:</b>	Various	<b>FLSA Code:</b>	N
<b>Department:</b>	District Attorney	<b>Loc. Code:</b>	0862004	<b>SIC Code:</b>	9222
				<b>WC Code:</b>	
<b>Division:</b>		<b>CS Code:</b>	A	<b>EEO Code:</b>	B01

---

**Summary of Functions:** Provides support and expertise to the Assistant District Attorney in investigating moderate to complex level cases and cases requiring special skills.

**Management Scope:** May train and/or supervise staff.

---

<b>Duties and Responsibilities:</b>	<b>% of Time</b>	<b>Essential Non-essential</b>
1. Assists the Assistant District Attorney in gathering pertinent data, identifying significant factors and recognizing solutions for moderate to complex or specialized cases.	40	E
2. Locates and develops evidence to assist in plea negotiations.	10	E
3. Works independently in planning and organizing work as part of a trial or section and 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/or making arrests and coordinates transportation and lodging of trial witnesses, and checks background of witnesses that may be used during trial.	10	E
6. Collects and prepares physical evidence for trial and reviews various reports such as medical autopsy and forensic reports as part of the investigative process.	05	E
7. Assists the Assistant District Attorney during the jury selection and trial phases.	05	E
8. Trains Level I investigators and/or Legal Assistants; and 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 hold a high school diploma. Bachelor’s degree from an accredited college or university in a job related field of study. Two (2) years peace officer experience, **OR** Intermediate 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 extensive background investigation 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.

**Disclaimer:**

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/Point Factor:

N/A

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by Human Resources/Civil Service on

Date 10/2004; 9/12

Approved by Civil Service Commission on

Date 10/20/03, 10/18/04; 9/2012

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.