

## COUNTY OF GILLESPIE JOB DESCRIPTION



### Investigator for County Attorney Office

**JOB CODE:** 5619

**FLSA CLASSIFICATION:** Non-Exempt (7-day, 40 hour work period, Sunday through Saturday); Full-Time

**OCCUPATIONAL CATEGORY:** Protective Service / Investigative

**WAGE SCALE:** Pay Group 19 ... \$19.72 - \$28.60 per hour

Gillespie County pays bi-weekly. All non-exempt employees are paid on a per hour basis. Wages are based on the County Pay Schedule and Pay Groups within that Schedule. Pay Groups are reflected in three stages: Entry, Midpoint, and Maximum point range. These are informational points only and do not indicate pay levels or levels of pay increases. Normally new staff comes in at the entry level. Pay rate changes generally take place only at the beginning of the County's fiscal year (October 01, yyyy) unless an exception is so noted in the adopted budget.

County positions shall be reviewed at least annually ... may include, but not limited to review of essential duties/functions, necessity of position, wage scale rating, and budgetary factors.

**PAY PLAN:**

The wage for this position is established according to the County Pay Schedule. The work period for such position shall be seven (7) consecutive days commencing on Sunday. Under this schedule overtime compensation will be computed on a 40-hour WORK period.

Wages are paid biweekly.

**LEAVE PLANS: ... Leave/Benefit Plans may include, but are not limited to the following and are subject to change:**

**Vacation:** Accruals are credited on a biweekly basis and available for use as it is accrued after 1 full year of continuous service. Year to year carry-over accruals are limited to twice the employee's annual rate.

**Sick Leave:** Accruals are credited on a biweekly basis and available for use as it is accrued. Employees accrue 48 hours of sick leave per year.

**Holidays:** Commissioners Court approved holidays.

**BENEFIT PLANS: ... Leave/Benefit Plans may include, but are not limited to the following and are subject to change:**

**Retirement Plan:** Mandatory participation in the county sponsored retirement plan (Texas County & District Retirement System).

**Group Medical Coverage:** The County provides and pays for employee major medical and prescription drug coverage ... employee enrollment is not mandatory.

**Social Security / Medicare:** The County is a social security employer ... employee wages are subject to social security and Medicare taxes.

**Section 125:** The County offers a Section 125 Cafeteria Plan ... flexible benefit, premium deferred only plan for qualifying coverage.

**Other:** The County provides workers' compensation and unemployment coverage.

**SUPPLEMENTAL ELECTIVE COVERAGES:**

Supplemental elective coverage(s) ... such as: accident, dental, life, cancer, heart; and membership in emergency transport coverage plan(s), are offered through payroll deduction. The County does not contribute towards the coverage(s) costs.

**OTHER:**

Deferred Compensation Plan (457k) is offered for employee participation. The County is not a contributor to the plan.

**GENERAL DESCRIPTION OF POSITION PURPOSE and OBJECTIVE:**

Plain-clothes peace officer that aids in the prosecution of criminal activities by investigating known or suspected persons or facts for particular cases.

**ORGANIZATIONAL RELATIONSHIP:**

**REPORTS TO AND SUPERVISED BY:** County Attorney, First Assistant County Attorney and Assistant County Attorneys

**SUPERVISES:** Non-supervisory position.

**OTHER:** Establish and maintain effective working relationships with law enforcement agencies and the local judicial system.

Act as the liaison between the County Attorney's office and any law enforcement agency.

**ESSENTIAL DUTIES/FUNCTIONS** ... Essential duties/functions may include, but are not limited to the following:

**INVESTIGATIONS:**

- Carry out investigations to solve and prosecute criminal cases,
- Investigate individuals or facts of particular case and gather evidence,
- Coordinate work effectively with law enforcement,
- Interview witnesses,
- Contacts all victims in criminal cases to obtain current contact information,
- Examines scene of crime to obtain clues and gather evidence,
- Testify before court or jury on evidence gathered,
- Report progress of investigation to prosecutor,
- Obtain grand jury subpoenas and search warrants,

**ENFORCEMENT:**

- Arrests or assists in arrest of suspects,
- Conducts searches and seizures,
- Prepares cases for court,
- Testifies against violators of the Texas Penal Code and other criminal statutes,
- Assists State's attorney(s) in court,
- Conducts background investigation of individual to obtain data on character, financial status, and personal history,

**AND**, be able to react to change productively and to handle other tasks as may be assigned.

**ADDITIONAL DUTIES/FUNCTIONS** ... Additional duties/functions may include, but are not limited to the following:

- Maintain in-depth knowledge of federal and state statutes and court cases related to work performed and agency rules and investigations,

- Submit discovery requests to DPS forensic labs,
- Review and collect evidence from case file prepared by law enforcement,
- Exercise judgment, decisiveness, and creativity required in uncertain, highly stressful situations,
- Serve witnesses/attorneys subpoenas and other court documents;

**WORKING CONDITIONS and SCHEDULES:**

**COUNTY FACILITIES AND VEHICLES:**

County facilities including vehicles are smoke-free and alcohol-free working environments.

**PHYSICAL demands of the position:**

Requires daily and prolonged repetitive motor movements, such as but not limited to:

- computer data entry
- use of other office equipment (telephone, calculator, typewriter, fax, scanner, copier)
- prolonged sitting and extended periods of standing

Physical exertion for law enforcement purposes.

Daily placement of records within filing system require stooping/bending over moving/lifting/pulling storage files and election boxes

The request for assistance with heavy or cumbersome object(s) is required for personal and material safety.

**ENVIRONMENTAL demands of the position:**

Location is the Gillespie County Annex 1 ... Along with working in a normal office environment, investigators may be exposed to weather extremes and physical danger.

**SCHEDULES:**

Normal work schedule is Monday through Friday, eight (8) hours per day, 40 hours per week. Duty hours are generally 8:00 a.m. to 5:00 p.m. with an hour for lunch. Irregular working hours including night, weekend, and holiday work may be required.

Regular work attendance is essential.

Employee must arrive at work on time, prepared to perform assigned duties, and work assigned schedule. Requested accommodations to work hours and schedules are considered on an individual basis. Time off requests must be submitted to supervisor for approval. Any absences must be reported to supervisor as soon as possible.

Employees are required to record their work hours properly and to submit time records promptly to their supervisor.

Employee may be required to attend job related seminars, conferences, and/or training. Attendance could require out of town travel with/without overnight stay.

**MINIMUM REQUIREMENTS / QUALIFICATIONS**

**EDUCATION:**

Should possess a high school education or equivalent.

**AGE:**

Must be at least 18 (eighteen) years of age.

### TESTING:

Gillespie County will conduct background checks on new hires that will include a criminal background check related to convictions and deferred adjudications for required security clearance ... may include credit reports, motor vehicle records, employment records, and educational attainment. A conviction or deferred adjudication is not an automatic bar to employment unless it prevents receiving the required security clearance. Each case is considered individually.

### EXPERIENCE:

Must have at least three years of law enforcement experience.

### SECURITY RERQUIREMENTS:

Must be able to obtain and maintain a Texas Department of Public Safety (DPS) CJIS security clearance. Application for CJIS security access may be handled through the Sheriff's Office.

For more information on CJIS requirements visit the Texas DPS CJIS System Access policy and chart within the documents section:

<https://www.txdps.state.tx.us/SecurityReview/documents.htm>

### ADDITIONAL REQUIREMENTS:

Gillespie County requires consent for criminal background check from all applicants.

Must have a current valid Texas Driver License.

Be a sworn Texas peace officer ... Texas Commission on Law Enforcement certified – Intermediate, Advanced or Master Proficiency Certificate preferred.

Be proficient in the use of firearms.

Resumes are accepted, but will not serve in lieu of an official completed Gillespie County Application for Employment.

### SELECTION CRITERIA

#### KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to perform essential duties and functions of the position in the working conditions and schedules as described
- Must be able to maintain confidentiality of records as required by law
- Ability to communicate effectively, both orally and in writing
- Knowledge of modern office practices and procedures
- Proficient in the use of office equipment such as copier, scanner, calculator, computer
- Ability to perform assigned duties without continual supervision and to make sound, independent judgments
- Ability to manage multiple and changing priorities as may be necessary
- Ability to establish and maintain effective working relationships as necessitated by work assignments...a team player
- Bi-lingual in English and Spanish helpful
- Conduct investigations; gather and analyze facts and evidence and prepare case reports and recommendations; operate motor vehicles in surveillance and adverse weather conditions; establish and maintain effective working relationships; communicate effectively orally and in writing; testify in court

- Investigative techniques and procedures; state penal and procedural law; legal rights of citizens

**PERSONAL ATTRIBUTES** ... must demonstrate the following personal attributes

- Skill to effectively deal with the public/co-workers in a professional and positive manner consistent with the requirements of being a public servant
- Ability to understand and follow English instructions (verbal, written, telephone, electronic)
- Regular attendance is essential
- Must arrive at work on time, prepared to perform assigned duties and work assigned schedule
- Be willing to work unscheduled hours ... including nights, holidays and/or weekends
- Be able to perform the essential functions of the position without posing a direct threat to the health and safety of himself/herself and others
- Be able to adhere to County policies

AND, should also have ability to function under extreme pressure with a demand for speed and accuracy and meet frequent deadlines.

**DISCLAIMER**

The preceding statements are intended to describe the general nature and level of work being performed by people assigned to this classification/job description. They are not intended to be construed as an exhaustive list of all responsibilities, duties, skills, and certifications required of personnel so classified.

All benefits of employment with the County are subject to review and change at any time. The County makes no guarantee as to future benefits of employment. All benefits, programs, rules and policies of the County are subject to exceptions or change at any time, as decided by the County. The County will have the right to change your location for work, your salary and benefit programs, its personnel policies and any other privilege or condition of employment at any time for any reason, with or without prior notice.