



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer

Title: Criminal Investigator – Full Time	Opening Date: March 08, 2018	Application Deadline: March 22, 2018	Job Posting #: 18115
Department: Sheriff's Office	Starting Salary: \$22.50 to \$24.50 per hour	Location: Bastrop, Texas	Travel: N/A

INTERNAL POSTING

BRIEF JOB DESCRIPTION: Under the direct supervision of the CID Sergeant, this position conducts criminal investigations by collecting evidence, interviewing witnesses and suspects, and preparing written reports for the Sheriff's Office and the District Attorney's Office. Collects and processes crime scene evidence, makes arrests and be a credible witness to testify in courtroom proceedings. Performs extensive record and report maintenance duties by accurately and completely documenting all information concerning investigation activities. Performs duties in accordance with state and local statutes, as well as established departmental policies, procedures, and guidelines.

GENERAL KNOWLEDGE, SKILLS, AND ABILITIES: Must possess thorough knowledge of applicable federal laws, state statutes and criminal investigation techniques; the principles and techniques employed in crime scene investigations, homicide investigations, and sexual assault investigations. Must possess considerable knowledge of the care and safe operation practices for a variety of firearms and high impact weapons; and report and record maintenance principles and practices. Must be skilled in the operation of motorized vehicles under all conditions. Must possess the ability to maintain composure under emergency situations and to work effectively under stressful conditions, and have the ability to analyze situations quickly and objectively to determine proper courses of action within the established framework of policies and procedures.

QUALIFICATIONS: Must have successfully completed the Basic Peace Officer course and passed the State Peace Officer examination and be licensed by the State of Texas. Must hold an Intermediate Peace Officer certification; supplemented by four (4) years recent experience as a Patrol Deputy or Criminal Investigator, or an equivalent combination of education, training and experience on or before the posting (opening) date. Must complete forty (40) hours of training every two years to maintain peace officer license, as required by state law; will be required to participate in on-going training as needed. Must meet state minimum firearms qualifications annually. Previous experience and/or training in Criminal Investigations is preferred. Must possess a valid Texas driver's license.

BASTROP COUNTY, TEXAS

Job Description

Job Title: Investigator

Department: Sheriff's Office

FLSA Status: Non-Exempt

Reports To: CID Sergeant

SUMMARY: Under the direct supervision of the CID Sergeant, this position conducts criminal investigations by collecting evidence, interviewing witnesses and suspects, and preparing written reports for the Sheriff's Office and the District Attorney's Office. Collects and processes crime scene evidence, makes arrests and be a credible witness to testify in courtroom proceedings. Performs extensive record and report maintenance duties by accurately and completely documenting all information concerning investigation activities. Performs duties in accordance with state and local statutes, as well as established departmental policies, procedures, and guidelines.

SUPERVISION RECEIVED AND EXERCISED:

Receives supervision from the CID Sergeant, with further direction and guidance from the Criminal Investigation Captain.

Exercises no supervision except when assigned as the lead investigator while at a crime scene.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Completes all the necessary paperwork to documents victim, witness and suspect interviews and all subpoenaed records, deputy actions, scene diagrams, photo logs, affidavits, search warrants, etc.;
2. Conducts field work including following up with case investigations, surveillance, arrests and search warrants;
3. Responds to crime scenes and coordinates activities (i.e. evidence collection, photographs, video production, etc.);
4. Works with informants and anonymous tips regarding the possession, sale, and/or distribution of drugs to identify, arrest, and prosecute drug offenders;
5. Prepares cases for presentation to the District Attorney, Grand Jury, and for prosecution;
6. Assists in educating other officers in how to pursue and document a sexual and child abuse case as well as other major crimes;
7. Assists in educating the public about personal safety, protecting children, drug abuse, and the importance of reporting a crime;
8. Assists patrol officers with special circumstances (i.e. holiday traffic, special events, additional security for court, etc.);

9. Confers with investigators from federal, state, and other public agencies;
10. Testifies in court as needed;
11. Serves 24-hour call as designated by the CID schedule to respond to afterhours crimes;
12. Coordinates efforts between agencies such as CPS, Bastrop Children's Advocacy Center, Family Crisis Center, and other regulatory and non-regulatory agencies;
13. Attends relevant meetings;
14. Remains current on legislative rules and procedural changes regarding law enforcement operations in the state of Texas;
15. Provides exceptional customer service to County employees & the public, both in person and by phone;
16. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the general public;
17. Maintains confidentiality and security of all case work;
18. Maintains issued vehicle and equipment;
19. Maintain a professional background necessary to be a credible witness in court.
20. PERFORMS OTHER DUTIES AS ASSIGNED BY SUPERVISOR.

OTHER FUNCTIONS: Performs other job related duties as directed by supervisor(s). **Regular attendance is considered an Essential Function of this job.** **NOTE:** The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor are all duties listed necessarily performed by any one employee so classified.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

General principles and practices of law enforcement;
Principles and practices of the investigation process;
Applicable laws as related to the operation of the agency;
Personal Computer skills and software, including Microsoft Office;
Professional Customer Service skills;
Basic auditing and accounting fundamentals;
Proper English usage, spelling, grammar and punctuation;
Standard office policies, procedures, and equipment;
Bastrop County Sheriff's Office policies and procedures;
Bastrop County policies and procedures.

Ability to:

Perform multiple tasks simultaneously in a timely manner;
Communicate clearly and concisely, both verbally and in writing; in person and by telephone;

Understand and follow verbal and written instructions;
Complete routine business correspondence;
Effectively speak to small audiences to convey information;
Properly interpret, understand and make decisions in accordance with laws, regulations and policies;
Conduct business with the public in a professional and courteous manner;
Record, and disseminate accurate information from telephone conversations and personal contact;
Function independently, exercise good judgment, manage multiple projects, and meet deadlines;
Establish and maintain effective working relationships with those contacted in the course of the job;
Operate equipment required to perform essential job functions;
Work independently in the absence of supervision;
Work in a safety-conscious environment and to follow and promote good safety practices;
Handle exposure to potentially hostile individuals;
Maintain confidentiality of information encountered in work activities at all times.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

- Making observations, reading and writing, operating assigned equipment, and communicating with others;
- Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Maintain a level of fitness that permits him/her to accomplish the performance of assigned duties and responsibilities, which may include:

- Situations that are tense, uncertain and that are rapidly evolving;
- Ability to physically protect and defend self and the lives of others;
- To physically restrain combative and/or resistive individual(s) using legally acceptable defensive/restraint methods;
- Walking, sitting, or standing for long periods of time; Lifting and carrying materials weighing up to 50 pounds such as files or stacks of records; Occasional climbing, stooping, crawling, squatting, and/or kneeling;
- Regular exposure to factors causing moderate physical discomfort from such things as dust, fumes, odors, or outdoor exposure.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and Responsibilities, which may include:

- Handling stressful situations;
- Interpreting federal laws and regulations;
- Effective interaction and communication with others;
- Prepare clear and concise reports;
- Making sound decisions in a manner consistent with the essential job functions.

EXPERIENCE, EDUCATION, and LICENSING:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two (2) years prior experience in law enforcement and/or investigations; or an equivalent combination of education, training and experience.

Education:

High School diploma or GED.

Licensing:

Possession of a valid Texas driver's license.

Possession of Peace Officer license issued by the Texas Commission on Law Enforcement with a minimum of Intermediate Proficiency Certification.

Ability to be bonded.

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

***** This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol.**

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.