

DA INVESTIGATOR

Job Description:

- Ability to conduct all aspects of criminal investigations, including but not limited to: interviewing witnesses and suspects; collecting, handling, preserving and possessing chain of custody for evidence; investigating crime scenes, taking crime scene photos and preparing diagrams.
- Analyze cases to identify preparation needs for pre-trial hearings and jury trials
- Locate witnesses and serve subpoenas and citations
- Liaison between law enforcement agencies and the District Attorney
- Coordinate police officers, experts and witnesses for hearing/trial preparation or testimony
- Ability to read and understand a criminal history, vehicle record and driving history record
- Provide personal security and escort for Prosecutors and/or States witnesses as needed
- Draft and prepare probable cause affidavits, search warrants and court orders
- Review digital evidence for Prosecutors. Make copies of digital evidence as needed.
- Redact video or audio recordings for Prosecutors
- Coordinate evidence pickup from local law enforcement agencies in preparation for hearings
- Work closely with and take direction from Prosecutors
- Perform other duties as may be assigned
- Will be "available" 24/7, 365 days a year, unless otherwise approved by the District Attorney

Required Qualifications:

- High School Diploma or GED
- Possess an active TCOLE Advanced or Masters Peace Officer License.
- Minimum of 5 years full time employment as a Police Officer
- Possess a valid Driver's License
- Able to lift 50 pounds
- Able to use Microsoft Word/Excel/PowerPoint proficiently
- Strong organization, clerical and writing skills, with ability to multi-task

Preferred Qualifications:

- Extensive experience working as an Investigator
- Strong computer skills and ability to learn new software efficiently
- TLETS/NLETS certification
- Special consideration for applicants with a basic latent print examiner certification, cell phone analysis experience, and/or previous experience investigating homicides, shootings and other violent crimes.

Salary Range: \$67,000 to \$77,000 yearly

Certificate Pay: Advanced (\$1200 yearly)

Master (\$1800 yearly)

***IN ORDER TO BE CONSIDERED FOR EMPLOYMENT, PLEASE SUBMIT:
GRIMES COUNTY EMPLOYMENT APPLICATION & RESUME
BY 03/21/2025***