



# GALVESTON COUNTY SHERIFF'S OFFICE ESTABLISHMENT OF ELIGIBILITY



**POSITION: Background Investigator**  
**Bureau/Division: Administrative Services/ Training & Recruiting**  
**Title/Rank: Background Investigator / Deputy**  
**Assignment: Recruiting Division**  
**Posted: March, 13<sup>th</sup> 2025**

## JOB SUMMARY:

This position requires someone who is skilled in communication, networking, and possesses a strong understanding of the law enforcement profession. As a Recruiter/ Background Investigator, you will play a critical role in attracting high-quality applicants to join our team. Your responsibilities will include coordinating recruitment efforts, building relationships with potential candidates, participating in outreach programs, and conducting initial interviews, assessments, and background investigations on potential employees.

## KEY RESPONSIBILITIES:

- Develop and implement recruitment strategies and conduct thorough background investigations.
- Represent the department at job fairs, educational institutions, and community events.
- Screen, interview, and evaluate candidates to ensure they meet department standards.
- Maintain and track recruiting data, ensuring compliance with recruitment policies and procedures.
- Collaborate with department leadership to identify recruitment needs and target demographics.
- Prepare and distribute recruitment materials, including job postings, brochures, and presentations.
- Build and maintain relationships with local schools, universities, and community organizations to generate interest in law enforcement careers.
- Assist in onboarding and pre-employment processes for new recruits.
- Provide support to the Training Division as needed with instructing, proctoring, and other related duties.

## Minimum Qualifications:

- Ability to work under challenging conditions and irregular hours, including nights, weekends, holidays, overtime, and travel.
- Must hold a valid Texas driver's license with a good driving record.
- Intermediate Peace Officer Certification (required).
- Current qualification with a duty firearm.
- Minimum of two years of experience as a sworn police officer.
- Strong communication, interpersonal, networking, and public speaking skills. Proficient in speaking, reading, and writing English clearly and understandably
- Ability to work independently and in a team-oriented environment.
- Knowledge of law enforcement principles, practices, and strategies.
- Proficiency in computer use, including data entry, reporting, and system navigation in programs such as JMS/RMS, Word, Excel, Open Fox, and others.
- Good attendance record
- Excellent organizational skills with the ability to manage multiple tasks and deadlines.
- Must successfully pass a physical agility test.
- Must pass a background check and an interview board.
- Completion of the Field Training Program and probationary period is required.

## Preferred Qualifications:

- Basic Instructor TCOLE Certification.
- Prior experience in law enforcement recruiting or human resources.
- Familiarity with social media platforms and digital marketing strategies

**APPLICATION DEADLINE: March, 27<sup>th</sup> 2025 5:00 pm**

**TO APPLY:** Interested parties should submit a letter of intent **via email** detailing their interest and qualifications along with your full name, P.I.D., contact information, and phone number to:

**GALVESTON COUNTY SHERIFF'S OFFICE - RECRUITING DIVISION**

**Sergeant Christopher Filidei - Phone: (409) 770-5282**

**Email: [Christopher.Filidei@galvestoncountytexas.gov](mailto:Christopher.Filidei@galvestoncountytexas.gov)**