



Job Posting Request:

Sworn <input checked="" type="checkbox"/>	Professional Staff <input type="checkbox"/>	Internal Posting <input type="checkbox"/>	External Posting <input checked="" type="checkbox"/>
Date Created:	2-7-2025	Date Revised:	2-10-25

Position Title/Rank:	Bureau:		
Deputy Investigator - Contract - Background Unit	Administrative Services		
Division:	Replacing:	Job Code:	FLSA:
Background	N/A	4500	Non-Exempt
Reports To:	Supervises Positions:	PCN:	Entry Level Salary:
	N/A	TBD	N/A
Sgt. Dobos	713-274-9314	Rodd.Dobos@Sheriff.hctx.net	
Sgt. Cheatham	713-274-9288	Lakisha.cheatham@sheriff.hctx.net	

Job Summary: Duties and Responsibilities:

**This is a contract position
This position does not have HCSO benefits**

Under the general supervision of the Background Sergeant, the contract investigator will conduct fair and equitable background investigations on all applicants while adhering to applicable Departmental and Section Policies and Procedures. Responsible for processing all applicants promptly.

- Performs investigations on all candidates for positions with the HCSO as they are referred by the Human Resources Division.
 - Conducts fair and equitable background investigations on all assigned applicants, while adhering to applicable Departmental and Section Policies and Procedures
 - Responsible for processing all applicants in a fair, equitable, and timely manner. Verifies assigned candidate’s employment, education, and records regarding criminal history, employment history, etc. Conducts a detailed credit check.
 - Conducts background investigations on all TCOLE licensed applicants
 - Extract and organize information, not limited to criminal history and employment history, to generate a detailed report for review by the Lieutenant and/or Sergeant in Background Investigations to assess applicant suitability and hire consideration.
 - Enter and maintain the candidate’s background data in the law enforcement databases, and create and maintain the background investigation file.
 - Coordinates background information between divisions, bureaus, and outside law enforcement agencies.
 - Attends all Roll Call meetings.
 - Maintain county equipment and inventory as directed or required.
 - Represent the Harris County Sheriff’s Office in a professional and positive image.
 - Performs other duties as assigned.

This Job Description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this position. At its discretion, management may assign or reassign duties and responsibilities to this job at any time.

Job Requirements (Education/Training/Licenses; Experience; Knowledge, Skills, & Abilities):

- Must be an Honorably Retired Peace Officer
- Must have an active TCOLE Peace Officer License
- Prior experience in conducting conflict resolutions
- Must have good attendance

Knowledge of:

- The HCSO organization and the Harris County Departmental Structure

- Background functions involving Criminal, Credit Bureau, and Employment verifications
 - SUPERION/RMS
 - JIMS/LOOK/DIMS/JOTS/HC LENS

Ability to:

- Work with minimal supervision and maintain accurate records at all times

Preferred Qualifications (The following qualifications are NOT mandatory but will be given additional consideration):

- Patrol or Investigative experience
- Experience using OPEN FOX/LOOK/DIMS/JOTS/HC LENS
- Superion/RMS
- Acceptable driving history

Supervisor & Contact Information:

Sgt. Dobos	713-274-9314	Rodd.Dobos@Sheriff.hctx.net
Sgt. Cheatham	713-274-9288	lakisha.cheatham@sheriff.hctx.net

Interview Panel (Name, Phone Number, & Email):

TBD

Current employees may be given preferred consideration if deemed qualified.

Internal Applicants Submission Criteria (Qualified personnel who desire to be considered for the position must submit the following):

To Apply:

- Complete the online job application (including HCSO employment history and education)
- To be considered for this position, application/transfers must be received by the closing date

Position Type and Typical Hours of Work:

- This is a contract position. This position does not have HCSO benefits. Days and hours are typically Monday through Friday, 8:00 a.m. to 4:00 p.m. Hours may vary based on the department's business needs.
- Normal office environment with acceptable lighting, temperature, and air condition

Note:

- Submission of an application by an employee neither implies nor ensures the transfer will be granted
- Transfers will be decided based on the needs and the best interests of the HCSO
- Applicant submission of Job Application does not guarantee an interview

Equal Opportunity Statement

Harris County is an Equal Opportunity Employer and is committed to providing equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, national origin, age, pregnancy, disability, genetic information, or any other protected class in accordance with applicable federal and state laws.

Approval:

Chief Deputy Approval:	Date:
Director of Human Resources Approval:	Date:
Human Resources Recruitment Approval:	Date:

APPROVED
By R. Searcy at 2:45 pm, Feb 10, 2025