



WE ARE HIRING!

THE GRIMES COUNTY SHERIFF'S OFFICE

INVESTIGATOR

STARTING PAY IS \$64,355-\$66,155

(DEPENDING ON EXPERIENCE)

Required: High School diploma or GED required; supplemented by two (2) years as a law enforcement officer; or an equivalent combination of education, certification, training, and/or experience.

Skills: Skill in the conduct of investigative work, including suspect, victim, and witness interviews and interrogations, data analysis, drawing conclusions, and safe firearm handling. Use of Microsoft Office products (Word, Outlook, and Excel) and applicable department and organization specific software and ability to learn and become proficient in the use of other specialized software as may be required. Using mathematics required for the work. Skill in adapting to a changing work environment, competing demands and ability to deal with frequent change, delays or unexpected events.

Duties: Conducts follow-up investigations of reported criminal offenses and assists in case preparation for presentation to the District Attorney's Office, County Attorney's Office, Federal Court, Grand Jury, and the Federal Grand Jury. Investigates crime scenes, including taking photographs, developing latent prints, and sketching crime scenes; locates, interviews and interrogates witnesses and suspects; constructs and presents photo lineups to witnesses. Performs background investigations and internal investigations. Performs technical, independent investigation activities for Grimes County (the County). Work involves investigating crimes, gathering evidence, preparing reports, serving warrants, assisting the public in reporting crimes, testifying in court, and collaborating with other law enforcement agencies. Work is performed under minimal supervision with considerable latitude in the use of initiative and independent judgment. Position relies on experience to determine the best approach by using and interpreting policies and procedures.

HEALTH INSURANCE PAID AT 100%

EMPLOYERS MATCHING RETIREMENT RATE 190%

(TEXAS COUNTY AND DISTRICT RETIREMENT SYSTEM)

PAID VACATION, HOLIDAY, AND SICK TIME

FOR MORE INFORMATION, PLEASE CONTACT LT. JAMES BURLESON
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