



# Victoria County, TX

## POSITION PROFILE

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<b>Position Title:</b>	Investigator – CDA	<b>Effective Date:</b>	April 2025
<b>Department:</b>	CDA	<b>Division:</b>	
<b>Accountable to:</b>	Administration Chief	<b>Status:</b>	Non-Exempt

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### **Primary Objectives**

To support the prosecutors and staff of the Victoria County Criminal District Attorney's Office in the prosecution of criminal cases.

### **Supervision Received**

Work is performed under the limited supervision of the Administration Chief.

### **Supervision Exercised**

None.

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## **PRIMARY DUTIES AND RESPONSIBILITIES**

1. Serve as liaison between various law enforcement agencies and the DA's Office to enhance case outcomes,
2. Review and analyze offense and case reports, and perform follow up investigation as needed,
3. Interact with law enforcement agencies to request additional information, documents, and evidence as needed for prosecution,
4. Assist prosecutors with all aspects of prosecution, including case investigation, witness location and coordination, preparation and service of subpoenas, evidence compilation, pretrial and motions hearings, jury selection, and trial support,
5. Interview involved parties to obtain and verify official statements,
6. Maintain chain of custody of evidence during hearings and trials,
7. Confirm restitution amounts due to crime victims, communicate with crime victims in conjunction with Victims Assistance Coordinators and prosecutors,
8. Assist federal and state law enforcement agencies with asset forfeiture and support Administration Chief with maintenance and disposition of seized property.

## **MINIMUM QUALIFICATIONS**

- Current certification in good standing from the Texas Commission on Law Enforcement (TCOLE), including completion of Advanced Law Enforcement Rapid Response Training (ALERRT),
- Valid Texas Driver License

- Principles and techniques of criminal investigation, including gathering, preserving and presenting evidence
- Laws of arrest, search and seizure, rules of evidence, and courtroom procedure
- Interview and interrogation techniques
- Texas Criminal Laws and Texas Code of Criminal Procedure
- Read, analyze and interpret case information
- Professionally compose reports, memos, letters, and emails
- Communicate effectively, orally and in writing, in person and on the phone
- Analyze trial and courtroom proceedings to making recommendations to prosecutors regarding witnesses, evidence, and juries
- Proficiently operate desktop and laptop computers, and navigate a variety of software applications,
- Learn the operation of standard equipment and facilities required in the performance of assigned tasks

## **WORKING CONDITIONS**

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*The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.*

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Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- Walking, standing, or sitting for extended periods of time during assigned activities
- Running, walking, crouching, or crawling during investigative operations
- Climbing stairs/ladders
- Operating assigned office equipment and vehicles

Effectively adapt to a work environment and conditions which involve:

- Working closely with others
- Working independently

Maintain mental capacity which permits:

- Making sound decisions
- Interpreting and applying legal processes and procedures
- Effective, respectful interaction and communication with others
- Displaying integrity and respectful behavior both on and off duty

<b>Physical Exertion (Pounds)</b>	
Up to 10	Seldom or never
Up to 25	Occasionally
Up to 50	Seldom or never
Up to 100	Seldom or never
100 or more	Seldom or never

<b>Environmental Exposures</b>	
Work near moving mechanical parts	Seldom or never
Work in high, precarious places	Seldom or never
Toxic or caustic chemicals	Seldom or never
Outdoor weather conditions	Seldom or never
Extreme Cold, non-weather	Seldom or never
Extreme Heat, non-weather	Seldom or never
Noise Level	Quiet

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*