

Investigator

Job Posting – Investigator

Freestone County Attorney's Office

The office of the Freestone County Attorney, located in Fairfield, has an opening for an Investigator. The duties of this office include prosecuting all adult criminal and juvenile criminal offenses in the jurisdiction. Further, the office serves as legal counsel to Freestone County and its elected officials.

The Investigator assists attorneys with case preparation for crimes prosecutable under the laws of the State of Texas and assists in the courtroom during court proceedings. This position requires effective collaboration with law enforcement agencies in the preparation and prosecution of criminal cases. The Investigator in this office provide support to all areas of operation. Specific duties include, but are not limited to:

- assisting law enforcement agencies with criminal investigations
- fingerprint identification and comparison, and testifying in court on that subject
- working with attorneys to prepare cases for presentment to the Grand Jury and trial
- Locate witnesses and/or victims, conduct interviews, take statements, secure cooperation, and coordinate witness preparation for attendance at court proceedings
- Assist with the drafting of search warrants
- Research individuals including victims and witnesses, properties, and evidence
- Secure and review physical and electronic evidence including video, audio and photographic recordings
- Fulfill discovery requests from defense attorneys by compiling and producing case related materials
- Identify Brady material or Brady evidence and communicate the finding to a prosecutor
- Serve as liaison with various law enforcement agencies and respond to requests for assistance as necessary
- Ensure the safety and security of the County Attorney's Office
- Maintain firearms qualification as required
- Regularly attends training specific to duties and responsibilities
- Requires regular attendance at work, on time and as scheduled

In addition, candidates for this position must have strong people skills and a demonstrated history of working successfully in a collaborative environment; strong written and verbal communication skills; must be proficient with common technology and computer software, e.g., smartphones, Word, and PowerPoint.

Investigators in this office must adhere to the legal and ethical requirements imposed upon attorneys. As an agent of those attorneys the investigator must keep current on those requirements.

Eligible candidates must be certified peace officers in the State of Texas, in good standing with TCOLE. Experience as an investigator in a prosecutor's office is preferred.

The annual wage is \$40,200.00 per year, plus benefits. The position will be available November 14, 2022.

Interested candidates should submit a cover letter, resume, references, and any supporting documents via email to:

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Freestone County Attorney's Office
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