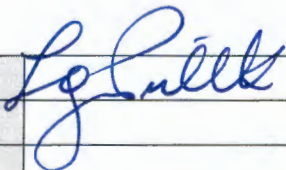


## Liberty County District Attorney's Office

<b>Job Title:</b>	INVESTIGATOR	<b>Job Category:</b>	
<b>Department/Group:</b>	District Attorney's Office	<b>Job Code/ Req#:</b>	
<b>Location:</b>	Liberty	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	Minimum \$47,000 per Year; Plus Certificate Pay	<b>Position Type:</b>	Full time
<b>HR Contact:</b>	Debbie Dean	<b>Date posted:</b>	11-14-2019
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	When position is filled
<b>External posting URL:</b>			
<b>Internal posting URL:</b>			
<b>ORIGINAL Applications Accepted By:</b>			
<p><b>Mail, Email, or In Person:</b></p> <p>Liberty County District Attorney's Office          Attn: Kim Meadows          1923 Sam Houston, Suite 112          Liberty, Texas 77575          kim.meadows@co.liberty.tx.us</p>			
<b>Job Description</b>			
<p><b>Role and Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Trial and Grand Jury Preparation</li> <li>• Support Assistant District Attorneys in interviewing and subpoenaing witnesses.</li> <li>• Assist county, state, and federal law enforcement agencies with criminal investigations as needed.</li> <li>• Interviewing suspects, witnesses and victims, report writing, and assisting with search warrants as needed.</li> <li>• Standard working hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. Investigator may occasionally be asked to work hours other than standard working hours for investigative purposes.</li> <li>• Must be self-motivated and able to work independently.</li> <li>• These are the main duties assigned to this position but are not limited as the only duties.</li> </ul> <p><b>Qualifications and Education Requirements</b></p> <ul style="list-style-type: none"> <li>• Basic Peace Officer Certification.</li> <li>• Excellent Communication Skills</li> <li>• Knowledge in Microsoft Word, Excel, and Access</li> <li>• Minimum 2 years full time law enforcement experience</li> </ul> <p><b>Preferred Skills</b></p> <ul style="list-style-type: none"> <li>• Spanish Speaking</li> </ul>			
<b>Reviewed By:</b>		<b>Date:</b>	11/14/19
<b>Approved By:</b>		<b>Date:</b>	
<b>Last Updated By:</b>		<b>Date/Time:</b>	