



HIDALGO COUNTY CRIMINAL DISTRICT ATTORNEY
ASSISTANT CHIEF INVESTIGATOR

SUMMARY OF POSITION:

The Asst. Chief Investigator answers to the Hidalgo County Criminal District Attorney Chief Investigator. The Asst. Chief Investigator assumes all of the Chief's duties and responsibilities during the Chief Investigator's absence, at the direction of the Chief Investigator or of the Hidalgo County Criminal District Attorney. The Asst. Chief Investigator may maintain an investigative caseload and will also be responsible for administrative duties as directed and or assigned by the Chief Investigator or Criminal District Attorney.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Will have first line supervision authority over all Hidalgo County Criminal District Attorney field operations personnel, including asset forfeitures.
- May approve all operational plans and primarily ensures that the safety and well being of the public, investigators, operations and law enforcement personnel.
- Will apply all local, state and federal rules and regulations to all operations and may coordinate with other law enforcement agencies.
- Will assess the risks involved in an operation and minimize them to ensure a successful and injury free operation.
- Will supervise all local, state and federal law enforcement personnel within the purview of the Hidalgo County Criminal District Attorney's responsibilities.
- May investigate rule infraction allegations committed by Criminal District Attorney Investigators.
- Will mediate and attempt to resolve all problems caused by an operation or between local, state and/or federal agents.
- Will provide tactical and strategic leadership to District Attorney Personnel and covert civilian operatives.
- Will preside over all briefings and debriefings of all operations.
- Will ensure that all Criminal District Attorney Investigators have the necessary equipment to perform their duties in a safe and efficient manner.
- Will maintain a high level of professionalism and quality ethical standards.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Computer knowledge:

Must have personal computer knowledge. Ability to learn new computer software. Must be familiar with Microsoft Windows products.

Education and/or Experience:

Must have an intermediate certification as a peace officer from the Texas Commission on Law Enforcement (TCLOE).

Must have at least five (5) years of law enforcement experience.

Supervision experience is preferred.

Language Skills:

Ability to read, analyze and interpret complex documents.

Ability to respond effectively to the most sensitive inquiries or complaints.

Ability to write speeches and articles using original or innovative techniques or style.

Ability to make effective and persuasive speeches and presentation on controversial or complex topics to top management and public groups.

Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference and apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to define problem(s) collect data, establish facts, and draw valid conclusions.

Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATIONS, LICENSES AND REGISTRATIONS:

Completion of TCOLE course 3737-New Supervisor (first line) course is **preferred**.

Must have a current Texas Operator's Driver's License.

Must be able to be insured by the County's Insurance carrier.

Must pass a criminal background check, drug test and credit report check.

OTHER SKILLS AND ABILITIES:

Knowledge of:

Undercover methods and procedures including patrol, surveillance, covert monitoring, investigation and identification techniques

Criminal law and criminal procedure with particular reference to the apprehension, arrest and custody of persons committing misdemeanors and felonies including rules of evidence pertaining to the seizures and preservation of evidence.

Courtroom ethics, demeanor and decorum in providing testimony related to criminal cases.

Offensive and defensive weapons nomenclature and theory.

Use of firearms and other modern law enforcement equipment.

Self-defense tactics.

Interview and interrogation techniques and methods.

English usage, spelling, grammar and punctuation.

Pertinent federal, state and local laws, regulations and codes.

Principles and practices of legal document preparation including citations and arrest warrants.

Division Standard Operating Procedures and directives.

Specific knowledge of the following areas: Texas Code of Criminal Procedures, Texas Penal Code, Texas Health & Safety Code.

Ability to:

Accurately observe and remember names, faces, numbers, incidents and places.

Use and properly care for firearms.

Understand, interpret and apply laws and Standard Operating Procedures (SOP's).

Prepare clear, accurate and grammatically correct written reports; communicate clearly and concisely, both orally and in writing.

Maintain confidentiality in the performance of duties.

Analyze situations quickly and objectively and take necessary emergency action.

Identify potential crime situations or traffic hazards and take preventative action.

Learn the operation of standard equipment and facilities required in the performance of assigned tasks.

Establish and maintain cooperative working relationships with those contacted in the course of work.

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

- Effecting arrests
- Subduing resisting individuals
- Lifting and carrying light to heavy materials and individuals
- Conducting covert surveillance
- Running, walking, crouching or crawling during investigative operations
- Climbing stairs/ladders
- Walking, standing or sitting for extended periods of time
- Operating assigned equipment and vehicles.

Effectively deal with personal danger which may include exposure to:

- Armed or dangerous persons
- Communicable diseases
- Firearms
- Excessive noise
- Inclement weather

Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Reading and writing
- Operating assigned equipment and vehicles
- Communicating with others

Maintain mental capacity which permits:

- Making sound decisions and using good judgment
- Maintaining confidentiality

Exercising sound judgment and rational thinking under dangerous circumstances.

Evaluating various options and alternatives and choose an appropriate and reasonable course of action.

Demonstrating intellectual capabilities including during training and testing processes.

Effectively handle a work environment and conditions which may involve:

- Working in intense life threatening conditions
- Exposure to various weather conditions

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand; walk; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must occasionally lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Employees carry and or moves evidence, briefcase, etc.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to the following:

- fumes and airborne particles
- firearms and excessive noises
- communicable diseases
- various weather conditions including inclement weather.
- armed or dangerous persons.
- intense life threatening conditions