

Williamson County Job Description

DISTRICT ATTORNEY'S OFFICE

Job Title: DA Sergeant Investigator
(Child Abuse)

FLSA: NON-EXEMPT

Pay Grade: L-3.10

Effective Date: 10/2018

JOB SUMMARY:

Provides professional investigative assistance to the District Attorney and Assistant District Attorneys of Williamson County for cases related to Child Abuse from inception through final disposition.

ESSENTIAL DUTIES:

Trial Investigator

Security of the office, prosecution team, and trial witnesses as appropriate.

- Includes in the office or during trial in court and outside the courthouse as required.

Review cases provided by prosecution team for trial work up. (Deadline issues take priority)

- Receive and handle requests from prosecution team.
- Review case for additional investigation needs; evidence or witnesses.
- Review completeness of case file. (supplements, attachments, video, medical etc.)
- Liaison with investigating agency and officers.

Work up Punishment evidence

- Secure or follow up on Prior judgments, Pen packs, etc.
- Obtain police reports and locate and/or interview victims & witnesses as needed.

Subpoena service and witness duties

- Assist in the service, or coordination of service, of GJ subpoenas and trial subpoenas.
- Locate and serve trial related subpoenas and coordinate witness meetings and interviews as needed.
- Coordinate witness travel and completion of witness reimbursement paperwork.

Trial duties

- Assist in preparation of trial presentation material (photo printing, audio/video editing, copying, maps, posters, etc.)
- Witness coordination - Get a witness order from prosecution team and create list with contact information for each team member.
- Run CCH for Jurors and all witnesses.
- Collect and preserve evidence used in the prosecution of case. (Return evidence items not presented in trial to the agency)
- Notify involved parties of outcome of case as needed.

Unapprehended Case duties. (See warrant verification and due diligence procedures)

- Run quarterly unapprehended suspect list for respective court

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- Select cases for review of file for change in extradition status or recall of warrant / dismissal of case.
- Coordinate efforts through searches and agencies to apprehend individuals where possible. (Document all efforts and database returns in case file – Inv. Report titled Fugitive investigation.)

Performs special projects as assigned by the District Attorney or designee.

Intake Investigator

Security of the office, office staff, and trial witnesses as appropriate.

- Includes in the office or during trial in court and outside the courthouse as required.

Daily Intake

- Review each day's intake cases and order the appropriate evidence from law enforcement filing agencies.
- Gather additional information on intake cases as dictated by investigator request forms from prosecutors.
- Assist prosecutors in interviewing victims/witnesses on intake cases.
- Assist intake administrative assistants in obtaining reports/judgments in emergency situations.
- Prepare and serve arrest warrants for enhancement cases and grand jury subpoenas on felony cases within our office.

Law Enforcement Liaison

- Act as liaison between law enforcement agency officers and the district attorney's office, answering officer's questions and getting them in contact with the appropriate prosecuting attorney.
- Prepare grand jury subpoenas, court orders, and search warrants for requesting officers.

Take telephone & walk-in complaints from citizens and guide them to the appropriate law enforcement agency for investigation.

Prepare paperwork for extraditions (going back to requesting state) when necessary.

Performs special projects as assigned by the District Attorney or designee.

PHYSICAL DEMANDS:

- Sitting at a desk or other workstation, standing, stooping, walking, bending, or crouching.
- Occasionally lifts light and heavy objects.

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- Occasional need to restrain a defendant who is taken into custody.
- Random stressful and confrontational situations with the public and defendants.
- Occasionally responds to late night callouts requiring performance with few hours or no sleep.
- Some travel required.

ENVIRONMENTAL FACTORS:

- Work is primarily indoors, with HVAC system.
- Daily contact with public.
- Weekly contact with defendants accused of felony offenses.

MINIMUM QUALIFICATIONS:

- Must possess an Advanced Peace Officer Certification through the Texas Commission on Law Enforcement.
- Must have a minimum 10 years' experience as a Texas Peace Officer.
- Must have a minimum of 5 years' experience as an Investigator.
- Must maintain certifications and licenses required to perform the functions of the job: To include but not limited to: Texas Driver's License, Peace Officer Certification (Education & Weapons Qualification), and CJIS Certification.

PREFERRED REQUIREMENTS:

- Bachelor's Degree in Law Enforcement, Public Administration, or similar field.
- 2+ years' experience as District Attorney Investigator.

IRREGULAR HOURS:

- Irregular hours as needed to accomplish the mission of the Office and at the discretion and approval of the District Attorney or his designee.

ORGANIZATION RELATIONSHIPS:

- Reports directly to the Chief Investigator.
- Direct Reports – None.

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SIGNATURES – REVIEW AND COMMENT

I have written/reviewed this job analysis and find it to be an accurate description of the demands of the job.

Signature of Employee

Date

Shawn Dick – District Attorney
Elected Official

Signature of Elected Official

Date

COMMENTS:

These statements are intended to describe the general nature and level of work being performed by this employee. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.