



Criminal Investigator

Public Defender's Office

PDO/7
Pay Grade: 19

JOB SUMMARY

This position is responsible for conducting criminal investigations for the Public Defender's Office.

MAJOR DUTIES

- Receives briefings from attorneys; reviews police reports.
- Interviews defendants.
- Maps location of incidents.
- Surveys and photographs crime scenes.
- Interviews witnesses.
- Interviews victims.
- Makes contact with relevant law enforcement agencies.
- Researches all parties involved in case.
- Secures medical records, including surgical, hospital and mental health records.
- Secures and executes subpoenas as needed.
- Determines and reports facts to defense attorneys.
- Testifies in court.
- Perform any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of criminal investigation techniques.
- Knowledge of evidence analysis principles and practices.
- Knowledge of crime scene investigation principles.

- Knowledge of criminal defense principles.
- Skill in the use of computers and job related software programs.
- Skill in interview techniques.
- Skill in processing, analyzing and preserving evidence.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise administrative reports.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

The Chief Criminal Investigator assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include the United States Constitution, state statutes, federal statutes, the Texas Code of Criminal Procedure, and established policies and procedures. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied investigative duties. The variety of tasks to be performed contributes to the complexity of the position.
- The purpose of this position is to participate in the investigation of criminal cases on behalf of the Public Defender's Office. Success in this position contributes to the efficient and effective representation of clients.

CONTACTS

- Contacts are typically with co-workers, other county employees, court personnel, members of law enforcement agencies, attorneys, witnesses, victims, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, or walking.

- The work is typically performed in an office and outdoors.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Must have one to two years experience.
- Must have a high school diploma or GED from an accredited institution.

OTHER REQUIREMENT/INFORMATION

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position *is covered* by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County policies.

ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee's Signature	Print Name	Date
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Supervisor's Signature	Print Name	Date
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