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|  | **MONTGOMERY COUNTY JOB POSTING NOTICE** | | | | | | |
| **APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED UNTIL THE POSITION HAS BEEN FILLED.**  **MONTGOMERY COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE.** | | | | | | |
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| **DEPARTMENT:** | | | District Attorney | | **JOB GRADE:** | | 14 |
| **JOB TITLE:** | | | Investigator II | | **ANNUAL SALARY:** | | STEP PLAN |
| **LOCATION:** | | | 207 W. Phillips, Conroe, Texas | | **CIVIL SERVICE:** | | No |
| **SHIFT HOURS:** | | | Monday – Friday, 8:00am – 5:00pm | | | | |
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| **SUBMIT APPLICATIONS:** | | | Lyndsee Speakmon  District Attorney’s Office | | **ADDRESS:** | | 207 West Phillips – 2nd Floor  Conroe, Texas 77301 |
| **PHONE:** | | | (936) 538 – 3513 | | **FAX:** | | (936) 760-6940 |
| **E-MAIL:** | | | lyndsee.speakmon@mctx.org | | **WEBSITE:** | | [www.mctx.org](http://www.mctx.org) |
| **OFFICE HOURS:** | | | Monday – Friday 8:00am – 5:00 pm | | | | |
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| **Education, Experience and Skill Requirements** | | | | | | | |
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| * Minimum of 10 years Law Enforcement with investigative experience with a primary focus on Physical Child Abuse / Child Death * TCOLE – Master Certificate Preferred * Possess good verbal and written communication Skills | | | | * Possess good time management skills * College Degree – Preferred * Bi-Lingual – Preferred * Prioritize work and complete assigned tasks by deadlines * Proficient in use of firearm | | | |
| **Primary Job Duties** | | | | | | | |
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| * Aid various agencies with the investigation of child fatality and serious bodily injury of children cases. * Conduct follow-up investigative work and assist the Child Abuse Assistant District Attorney with case preparation. * Be on-call for child death cases throughout Montgomery County, serve subpoenas, conduct interviews, attend autopsies, document evidence. * Review Priority 1 CPS Intake Reports. * Serve on the Montgomery County Child Fatality Review Team. | | | | * Attend meetings with the Children’s Safe Harbor multi-disciplinary team and medical multi-disciplinary teams from various hospitals located in and out of Montgomery County. * Act as the liaison between the District Attorney’s Office and other local, state and federal law enforcement. * Attend specialized training in the field of Child Fatality Investigations and be recognized as a Subject Matter Expert. * Assist in the effective and efficient prosecution of child abuse offenders.  |  | | --- | |  | | | | |
| **After receiving a conditional offer of employment, applicant must pass a drug screen (1/2 cost = $20.00, responsibility of applicant) and may need a physical agility test (1/2 cost = $22.50, responsibility of applicant) before becoming an employee of Montgomery County.** | | | | | | | |
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| Position No: | |  | | Requisition No: | |  | |
| Date Posted: | |  | | Equal Employment Opportunity Employer | | | |
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