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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 SpeakmonDistrict Attorney’s Office | **ADDRESS:** | 207 West Phillips – 2nd FloorConroe, 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
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| **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.

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| **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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