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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 5 years Law Enforcement with investigative experience * TCOLE Certification – Advanced or Masters Certificate - Preferred * Proficient in use of firearm * Possess good verbal and written communication Skills | | | | * Possess good time management skills * College Degree - Preferred but not required * Bi-Lingual - Preferred but not required * Prioritize work and complete assigned tasks by deadlines | | | |
| **Primary Job Duties** | | | | | | | |
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| * Complete requests as made by Assistant District Attorneys * Follow chain of custody protocol regarding evidence * Available for possible weekend duty and for call-out based on on-call schedule * Assist in service of felony and misdemeanor warrants * Maintain positive working relationship with all Law Enforcement Agencies | | | | * Conduct interviews and obtain written statements * Proper service of issued subpoenas * Conduct criminal investigations at direction of District Attorney or immediate supervisor * Locate victims and witnesses * Video and audio duplication and editing | | | |
| **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: | | 4351-7802-6 | | Requisition No: | | 2766 | |
| Date Posted: | | 6-28-2019 | | Equal Employment Opportunity Employer | | | |
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