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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 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
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| **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
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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: | 4351-7802-6 | Requisition No: |  2766 |
| Date Posted: |  6-28-2019 | Equal Employment Opportunity Employer |
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