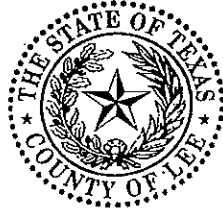


5-1-2024



JOB LISTING

LEE COUNTY ATTORNEY'S OFFICE

A handwritten checkmark or similar symbol.

POSITION –Part Time Investigator – Immediate Opening.

The Lee County Attorney's Office has Misdemeanor and Felony jurisdiction. The selected applicant will assist Attorneys and staff with follow-up investigation of criminal cases submitted to the office and preparation of criminal cases for filing and prosecution.

BENEFITS – Benefits per the Lee County Personnel Policy guidelines

ELIGIBILITY – Minimum of 10 years experience as a Peace Officer with investigative experience. Advanced or Master Peace Officer License preferred.

HOURS – Approximately 80 hours per month; work schedule negotiable, but largely dependent on trial and court schedules.

SALARY - \$30.00 - \$35.00 Hourly -Based on experience

REQUIREMENTS – Work experience with current law enforcement or prosecutor technology and software programs. Applicants must possess good verbal and written communication skills. Must maintain required TCOLE continuing education and firearm qualification. Must have knowledge of the Penal Code and the Texas Code of Criminal Procedure.

JOB DUTIES -

- Work closely with the County Attorney, staff, and law enforcement agencies regarding the preparation, intake, filing, docketing, and prosecution of criminal cases.
- Conduct follow-up investigations as may be needed.
- Assist with preparation and dissemination of discovery.
- Be available for assistance of law enforcement of major investigations.
- Coordinate evidence and witness preparation for grand jury, hearings, and trials.
- Technology Support
- Assist with preparation and/or review of search warrants and seizure/forfeiture documentation.
- A willingness to obtain specialized training for other duties, e.g., fingerprint identification.
- Serve subpoenas or civil citations
- Any other matter assigned by the County Attorney

Applications may be picked up at the Lee County Attorney's Office, 898 E. Richmond, Room 305, Lee County Courthouse Annex-B, Giddings, Texas or downloaded from the Lee County, Texas website at www.co.lee.tx.us **Click on jobs.** Contact Casandra Collins with any questions. 979 542-3233. **Click on Employment Opportunities, then Job Openings.** **Be sure to download the "Law Enforcement Application" form.** Return completed applications to the Lee County Attorney, 898 E. Richmond, Room 305, Giddings, Texas 78942 or via email casandra.collins@co.lee.tx.us

Open until position is filled.

Lee County is an Equal Opportunity Employer