

# **Kerr County**

## **Job Posting Announcement**

Posting Date: 12/22/2020

Closing Date: Until filled



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**Available: 01/04/2021**

**Position/Title: Investigator, Hill Country Regional Public Defender Office**

**Pay Grade: \$47,000 to \$57,000**

The newly created Hill Country Regional Public Defender Office (HCRPDO) is seeking to hire Investigators, to staff offices in Kerr and Medina Counties. The HCRPDO represents persons who are not financially able to hire legal counsel in Kerr, Gillespie, Kendall, Bandera and Medina Counties. Applications will be accepted on a rolling basis beginning January 4, 2021. Applicants must be willing to relocate to reside within the region. Compensation includes an annual salary of \$47,000 to \$57,000, based upon experience, plus benefits of employment with Kerr County including health care and retirement.

### **ESSENTIAL JOB DUTIES:**

- 1) Conducts investigations to support the legal defense of a variety of criminal cases.
- 2) Interviews clients, witnesses, relatives and others to obtain statements, documents and related factual evidence.
- 3) Visits crime scenes to evaluate physical and environmental factors related to case investigation.
- 4) Prepares diagrams, charts and drawings and takes photographs of crime scenes.
- 5) Locates and interviews witnesses and analyzes their statements.
- 6) Presents findings and evaluations to the HCRPD staff.
- 7) May appear and testify in Court.
- 8) Prepares reports and correspondence.
- 9) Serves subpoenas.
- 10) Performs related duties and fulfills responsibilities as required.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- 1) Knowledge of the techniques and practices of criminal investigations, preferably on behalf of criminal defense lawyers
- 2) Knowledge of the Code of Criminal Procedure, Penal Code, Rules of Evidence
- 3) Knowledge of the admissibility of confessions and statements of witnesses
- 4) Knowledge of the Texas Hill Country Region
- 5) Ability to gather, organize, analyze and evaluate facts and evidence and draw sound conclusions objectively
- 6) Prepare accurate reports
- 7) Conduct investigations
- 8) Communicate verbally and in writing
- 9) Ability to perform physical requirements of the position Ability to become a Notary Public in the State of Texas
- 10) Ability to perform customer service

### **EDUCATION AND EXPERIENCE:**

- 1) Bachelor's degree from an accredited college or university in Criminal Justice, Forensics, Sociology, Political Science, Psychology, Journalism, Education or related field.
- 2) Verifiable training or work experience performing investigative duties or intensive research in the field of the military, insurance, law, criminal justice, journalism, public health, civil rights, education, social sciences, public policy or related field.
- 3) Two years of verifiable experience as an investigator.
- 4) Valid driver's license and reliable motor vehicle.
- 5) Any combination of education and experience that demonstrates the required knowledge, skills, and abilities to perform the duties and responsibilities of this role.
- 6) Must be at least 21 years of age.
- 7) Willingness to work irregular hours and/or occasionally travel out of town/state and stay overnight as individual investigations demand.
- 8) Bilingual (English/Spanish) preferred but not required.

### **Application Information:**

**An Application must be completed for each position. No résumés accepted in lieu of an application form.** Applications can be downloaded from the Human Resources Department section of the Kerr County website: [www.co.kerr.tx.us](http://www.co.kerr.tx.us) and returned to:

Jennifer Doss  
Human Resources, Kerr County Courthouse  
700 Main Street, Room BA-104  
Kerrville, TX 78028

Kerr County is an Equal Opportunity Employer. A background check will be required of finalist. New or Rehire potential employees will be required to provide documentary proof of their eligibility for employment. Kerr County is a public employer; therefore, all applications are public information.