

# WICHITA COUNTY

## Job Announcement



Job Posting Number: 2019-013

**POSITION:** Drug Enforcement Division Investigator

**LOCATION:** Criminal District Attorney's Office  
Wichita County Courthouse

**SUPERVISORS:** Criminal District Attorney/First Assistant District Attorney/  
Chief Investigator

**HOURS:** 8:30 a.m. – 5:00 p.m., Monday – Friday (Additional hours may be required.)

**SALARY:** Up to \$51,012 Annually (Plus County Benefits)

**POSTING DATE:** April 30, 2019

**CLOSING DATE:** Open Until Filled

### ► GENERAL DESCRIPTION:

The position performs drug interdiction investigations and assists in investigation and case preparation of both criminal and civil cases arising out of the District Attorney's Office.

### ► ESSENTIAL DUTIES:

- Investigates criminal activity in Wichita County, including narcotics and related offenses.
- Conducts surveillance, undercover work, raids, searches of premises and line-ups associated with investigations or allegations of criminal activity.
- Investigates crime scenes, collects, preserves and tags evidence and determines the need for crime laboratory analysis and identification.
- Prepares and executes search and arrest warrants.
- Prepares accurate and comprehensive investigation reports.
- Works with confidential informants to facilitate criminal investigations, as appropriate.
- Reviews completed investigations, reports and case-files of law enforcement agencies.
- Determines if all investigative avenues have been explored to prepare the case for trial/disposition.
- Assists attorneys in their preparation of cases filed in Wichita County for trial/disposition.
- Locates and arrests defendants in non-arrest status cases.
- Locates and interviews witnesses.
- Works in coordination with other law enforcement officers/agencies to conduct and assist in criminal investigations.

- Ensures prompt return of property no longer needed as evidence.
- Reviews/coordinates court orders for destruction of evidence.
- Carries a firearm with legal authority to use in proper circumstances. Responsible for knowing when those circumstances are present.
- Serves subpoenas for hearings and trials as requested by the attorneys.
- Testifies in criminal and civil trials as appropriate.
- Performs all other related duties as assigned or required.

▶ **ADDITIONAL DUTIES:**

- On call 24/7 for major crime scene investigations.
- Investigates criminal activity in which the District Attorney’s Office is the initial investigative agency.

▶ **MINIMUM REQUIREMENTS:**

- Experience in narcotics investigations preferred.
- Must be at least twenty-one (21) years of age.
- Must be a high school graduate or equivalent (GED).
- Must have at least five years of experience as a certified Texas Peace Officer and be current on TCOLE training hours.
- Must have a valid Texas driver’s license and clear driver’s license status.
- Must possess above average writing skills.
- Must be able to work overtime or extended hours when necessary.
- Must have the ability to communicate effectively with attorneys, staff members, victims of crimes and citizens.
- Must pass a pre-employment physical exam and drug test paid by Wichita County.
- Must be able to pass a thorough background investigation conducted by Wichita County.

▶ **APPLY TO:**

To be considered for employment, please complete the Employment Application found on the Wichita County Human Resources website at [http://www.co.wichita.tx.us/Human\\_Resources/](http://www.co.wichita.tx.us/Human_Resources/). Please submit your completed Wichita County Employment Application, cover letter and resume to:

**Office of the Criminal District Attorney  
Wichita County, Texas  
ATTN: Margie Boone  
900 7<sup>th</sup> Street, Suite 352  
Wichita Falls, Texas 76301**

**Or email to: [Margie.Boone@co.wichita.tx.us](mailto:Margie.Boone@co.wichita.tx.us)**

EQUAL OPPORTUNITY EMPLOYER: It is the policy of Wichita County to recruit, hire, train, and promote persons in all job categories without regard to race, color, national origin, religion, sex, age, or disability. It is the policy of Wichita County to consider qualified individuals according to ADA standards. If notified in advance, requested accommodations will be considered. Final reasonable accommodations will be determined in accordance with ADA standards by departments after appropriate consultation. Rejected accommodations will be documented and retained on file.

TEXAS RELAY: TDD (800) 735-2989, VOICE (800) 735-2988. For candidates requesting Braille, Mobility requests, etc., please call (940) 766-8108. HR/ADA Compliance Office, Wichita County Courthouse, 900 7th Street, Room 132, Wichita Falls, Texas 76301.

**AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION**

I have applied for employment with the Wichita County Criminal District Attorney’s Office. It is my desire that they be informed as to my previous record and character in determining my qualifications and suitability for a position in that office. For this specific reason, I authorize the release and full disclosure of any and all information that you may have concerning me, including information of a confidential or privilege nature to a duly authorized agent of the Wichita County Criminal District Attorney’s Office.

The following are examples of the type of information being requested:

- |                                  |                                  |                              |
|----------------------------------|----------------------------------|------------------------------|
| Criminal arrest records          | Officer’s notebook notations     | Traffic citations            |
| Court records/reports            | Performance evaluations          | Polygraph results            |
| Traffic accident reports/records | Detentions, field citations      | Jail and custody information |
| Disciplinary reports             | Probation/parole reports/records | Other reports or records     |
| Booking information              | District Attorney records        | Field interviews             |
| Employment records               | Credit history                   | Laboratory reports/results   |

I authorize the Wichita County Criminal District Attorney’s Office to read, review, or photocopy any documents to allow them to assess my suitability as an employee of the office.

I also understand that if my background investigation for this position should uncover information that I have, or am suspected of having, or have been engaged in illegal activities, the information will likely bar me from further consideration for this position and the information will be handed over to the appropriate law enforcement agency that has jurisdiction over investigating the illegal activity.

This waiver is valid for a period of twelve (12) months from the date of my signature. A photocopy of this notarized waiver is to be considered as valid as an original waiver even though it does not contain an original signature.

I hereby release you, your organization, and others from liability or damage which may result from furnishing the information requested.

_____	_____	_____
Print Name	Social Security Number	Date of Birth
_____	_____	
Signature (MUST be notarized)	Date	

This instrument was acknowledged before me on \_\_\_\_\_ by \_\_\_\_\_.  
(Date) (Name of person acknowledging)

_____	
Notary Public	
_____	_____
Printed Name	My Commission Expires