

COUNTY OF POTTER
EMPLOYMENT OPPORTUNITIES
CENTRAL PERSONNEL

AN EQUAL OPPORTUNITY EMPLOYER

Potter County needs a qualified individual to fill the position below. If you are interested in this position and feel that you are qualified or if you know someone who might be qualified for this position, submit application, resume and references to Human Resources Department, Room 705 of the Santa Fe Building, 900 S. Polk. Applicants meeting the following requirements and qualifications will be considered for interviews.

JOB TITLE: **47TH DISTRICT ATTORNEY INVESTIGATOR**

JOB REQUIREMENTS: TCOLE Certification. Experience and certification in TCIC/NCIC access;
Prior experience in law enforcement.
Able to learn and utilize computerized case management system.
Excellent written and verbal communication skills.
Professional demeanor and appearance at all times.
Pleasant attitude in dealing with co-workers, victims, witnesses, and public.
Ability to organize, multitask, prioritize, and work under pressure.
Motivated and reliable.
High School diploma or equivalent is required. Two years of college is preferred.

DUTIES: Work with attorneys and staff handling felony criminal cases and related matters. Primary responsibilities will be assisting attorneys with trial preparation, providing logistical support and security during trial, locating victims, witnesses, and serving subpoenas. Availability for 24-hour call-out.
Perform other duties as required.

PHYSICAL ACTIVITIES: Including but not limited to: Standing, sitting, reaching, lifting, listening, writing, stooping, reading, bending, carrying, filing, typing, and driving.
May be required to use force up to and including deadly force.

MENTAL ACTIVITIES: Detecting, evaluating, researching, communicating, inspecting, estimating, coordinating, reading, calculating, planning.

STARTING SALARY: \$75,000 annually, DOE.

APPLICATIONS WILL BE ACCEPTED UNTIL THE POSITION IS FILLED.

APPLICATIONS AND RESUMES MAY BE SUBMITTED TO
POTTER COUNTY HUMAN RESOURCES DEPARTMENT
at human-resources@co.potter.tx.us

OR
THEY MAY BE MAILED OR DELIVERED IN PERSON TO
900 S. POLK, SUITE 705, AMARILLO TX 79101
806-349-4831

"POTTER COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OF THE PROVISIONS OF SERVICES."