

Investigator Job Description

The Panhandle Area Public Defenders are zealous advocates and trial lawyers serving the needs of our clients with qualified, compassionate, and holistic solutions. Our offices strive to mirror the hard-working demographics of the Texas Panhandle area with a resolute determination, a heart for service, and a justice-seeking spirit. This is an exciting opportunity to be part of a team that is expanding around the Texas Panhandle. The Public Defender Office Investigator's primary responsibilities are to assist public defender attorneys and gather evidence for use in criminal trials. The Investigator also participates in planning of programs, policies and objectives for the Public Defender Office.

Potter County is an Equal Opportunity Employer

Salary: \$50,000 - \$60,000 depending upon experience. Additional stipends for special skills/foreign language.

Office Benefits

- Diversity and inclusion
- Relaxed office culture
- Team oriented and supportive atmosphere

County Benefits

- 210% County match for retirement account, transferrable to other counties.
- Optional 457(b)
- Medical/Dental/Vision – other insurance options

Please check out these links for more information on the Texas Panhandle and working with the Panhandle Area Public Defender Office:

<https://www.nps.gov/lamr/index.htm>

<https://palodurocanyon.com/>

<https://www.clarendontx.com/greenbelt>

<https://www.milb.com/amarillo>

<https://welcomepardner.com/new/calendar/>

<https://www.youtube.com/watch?v=bl92kM0p00M>

<https://www.youtube.com/watch?v=aBN2qKRYO4w&t=10s>

<https://www.youtube.com/watch?v=MnkNLtwWnR0>

<https://www.youtube.com/watch?v=i8gquc2R4GI>

<https://www.herefordtx.org/event-calendar.html>

<https://www.tourtexas.com/destinations/Dumas-Moore-County-events>

https://panhandletx.govoffice2.com/index.asp?Type=B_EV&SEC=%7B2CF16748-9D8B-4BFB-8969-5ACCCD21ED4D%7D&MODE=LIST

<https://www.papdmac.org/>

Duties and Responsibilities:

- Conducts investigations and interviews to support any potential defense of clients.
 - Conducts surveillance in support of client's cases as necessary.
 - Monitors intake of new clients.
 - Conducts interviews of new clients and gathers background information regarding clients.
 - Gathers information from outside agencies.
 - Investigates criminal histories and backgrounds of clients and witnesses.
 - Prepares and obtains the issuance of subpoenas.
 - Serves subpoenas for trial.
 - Establishes and maintains informant contacts to develop information relevant to cases.
 - Appears at trial for investigative purposes and testifies at trial concerning facts of investigations.
 - May provides expert testimony in areas of expertise as appropriate.
 - Operates and maintains a variety of digital, photographic, tape, graphic, and projection equipment.
 - Participates in training with attorneys and may provide training to attorneys in appropriate areas of expertise.
 - Writes and dictates reports of contacts and findings including statements, scene descriptions and analysis of physical and digital evidence.
 - Prepares, presents and maintains records and reports.
 - Assists the Chief Public Defender and other attorneys as needed.
- Other Duties as assigned.

Education

Required: Graduation from a standard high school or equivalent.

Preferred: Bachelor's degree from accredited university in criminal justice or related field or equivalent experience.

Experience

Required: Three years of substantial criminal investigative experience or related education and training.

Preferred: Five years of experience working in criminal investigations related to criminal defense. Specialized experience in homicide investigations, sex crimes, crimes against persons, narcotics, and/or property crimes is preferred.

Certificates, Licenses, Registrations

Required: Valid driver's license required.

Note: This is a non-law-enforcement investigator position. The Public Defender Office is not a law enforcement agency and CANNOT carry a peace officer's license. The PDO Investigator cannot serve as law enforcement on a reserve basis.

Physical Demands

Typical: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records, and occasionally must lift and/or move objects weighing 100 pounds or more. The employee may be occasionally called upon to perform acts of intense physical exertion during emergency situations. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and ability to adjust focus.

Knowledge, Skills, & Abilities

Typical:

- Knowledge of investigative and surveillance techniques.
- Basic knowledge of constitutional law as it applies to law enforcement and civil rights, the Texas Rules of Evidence, criminal procedure, penal code, and drug offenses.
- Knowledge of appropriate interview and interrogation techniques used in criminal investigations.
- Knowledge of surveillance techniques and equipment.
- Knowledge of handling, safety, use and maintenance of firearms.

Work Environment

Typical: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the essential duties of this job, the employee is constantly required to work under time pressures to meet deadlines, to perform multiple tasks simultaneously, and to perform tedious and exacting tasks; the employee may be placed in emergency situations in which there is the possibility of danger or physical abuse; the employee is frequently required to work with others a part of a team. The noise level in the work environment is usually moderate, but may be noisy or distracting.

Preferences

- Foreign language speakers. (Spanish and Burmese are in high demand)
- Experience working in criminal investigations related to criminal defense
- Good technological abilities.

Send resume and references to Jason.howell@papdmac.org and amy.conner@papdmac.org
If you have any questions, call (806)242-3415.