

**VAN ZANDT COUNTY
CRIMINAL DISTRICT ATTORNEY**
Notice of Employment Opportunity

Position:

- **Criminal Investigator**

Job Description:

- Advise law enforcement on criminal investigations.
- Prepare cases and appear in court when needed
- Confer with law enforcement agencies, victims and witnesses in assigned cases.
- Conduct special investigations when assigned.
- Obtain and serve subpoenas in cases set for trial.
- Provide personal security for attorneys and staff (if needed).
- Visit crime scenes when necessary.
- Draft/prepare search warrants and Grand Jury subpoenas for law enforcement.
- Assist clerical staff as needed.
- Run Criminal History on defendants, witnesses and victims for trial.
- Run Criminal History on Jury members prior to trial.
- Maintain continuing education as needed by TCOLE.
- Research location of known absconders from probation and coordinate with law enforcement agencies for the apprehension of said absconders.
- Review/accept/reject cases for intake from law enforcement agencies.

Required Qualifications:

- Possess a valid TCOLE License.
- Possess a valid Driver's License.
- Possess an Intermediate Peace Officers License with a minimum of 3 years law enforcement with 1-year Investigative experience.

Preferred Qualifications:

- Minimum 5 years law enforcement experience with 2 years Investigative experience
- Advanced or Master Peace Officer License

Application Deadline: Open until filled

Work to Begin: ASAP

Salary: up to \$65,000.00 depending on experience

Incentives:

- Certificate pay: Intermediate - \$1,000.00, Advanced - \$2,500.00, Master - \$4,000.00 per year
- Take home vehicle, unmarked – equipped with lights, siren and radio.
- Handgun provided but can provide and carry own, if desired.
- Rifle provided.
- Protective vest provided.

Qualified individuals may apply by submitting a resume to Tonda Curry at tcurry@vanzandtcounty.org or in person at the Van Zandt County Criminal District Attorney's Office located at 400 South Buffalo Street, Canton TX 75103, 903-567-4104, Fax: 903-567-6258.

Background confirmation form will need to be completed and submitted upon interview.

Recommendations accepted but not required.

Van Zandt County Criminal District Attorney's Office is an Equal Opportunity Employer.

All employees are expected to adhere to the employment policies of Van Zandt County, Van Zandt County Criminal District Attorney's Office.