

Civil Administrative Investigator
Special Prosecution Unit
Sexually Violent Predator Division

The Special Prosecution Unit is currently accepting resumes for an administrative investigator in the Sexually Violent Predator Division.

Job responsibilities include generating subpoenas and other legal documents to collect information from various sources, communication with various state agencies and law enforcement offices, actively participating in case development with attorneys, video recording witness and defendant depositions, and attending trial as needed. Additional duties as assigned.

The position requires attention to detail, keen observation skills, excellent time management skills, strong organizational skills, quick thinking, and impressive communication skills. Preferred qualifications include a familiarity with the civil commitment process pursuant to Chapter 841 of the Texas Health and Safety Code and knowledge pertaining to TDCJ sex offender treatment and rehabilitation programs and procedures.

The job requires 40 hours a week with office hours being 8:00a.m. to 5:00p.m., Monday through Friday; however, additional hours may be necessary. Some travel will be required.

Please submit completed resume, cover letter and application by E-Mail to:

Tia Monjaras
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Huntsville, Texas 77320
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