

Investigator ~ SPECIAL PROSECUTION UNIT

There is an opening for an Investigator with the Special Prosecution Unit headquartered in Huntsville, Texas with offices around the state. The Special Prosecution Unit prosecutes all crimes that occur in and on the property of the Texas Department of Criminal Justice.

Applicant must meet the following requirements: Have a minimum of 5 years of Law Enforcement with Investigative experience; Be TCOLE Certified, Advanced or Masters Certification preferred, but not required; Be proficient in the use of a firearm; Have good oral and writing skills; Posses good time management skills; and a College Degree is preferred, but not required.

Primary job responsibilities include: Receiving and reviewing case files, and determining if the case is complete for Grand Jury presentation; Obtaining certified copies of business records and phone records; Obtaining criminal histories and evidence, such as photographs, audio and video recordings; Serving as a liaison with various law enforcement agencies, especially the Office of the Inspector General; Working with prosecutors on cases and responding to requests from prosecutors; Assisting prosecutors with all aspects of a trial, including but not limited to jury selection, evidence, testimony and progress of the case; Issuing and serving subpoenas for witnesses and records; Providing security for various courtroom proceedings; Preparing and operating power point presentations for Grand Jury and trial; Locating victims and witnesses as needed; Assisting other law enforcement agencies as needed; and Video and audio duplication and editing.

Some travel will be required. Position is full time. This is a non-supervisory position.

Salary will commensurate with experience and qualifications, plus benefits. The Special Prosecution Unit will pay for all seminars certified by TCOLE.

Please submit completed resume and cover letter by MAIL, FACSIMILE, or E-MAIL to:

Tia Monjaras
Special Prosecution Unit
1300 11th Street, Suite 520
Huntsville, TX 77340
Fax: (936) 435-2473
E-mail: tdoolan@sputexas.org