

**SWISHER COUNTY
COUNTY/DISTRICT ATTORNEY'S OFFICE**

Position: Investigator

Posting Date: August 18, 2025

Closing Date: Until Filled

Contact Person: Rachel Luker

Address: 119 S. Maxwell, 3rd Floor, Tulia, TX 79088

Start Date: October 1, 2025

Salary Range: \$60,000 – \$70,000 + Benefits; TCOLE Training provided.

Hours: 8am-5pm Monday-Friday

Job Summary

Reports directly to the County/District Attorney. Investigates all misdemeanor, juvenile, protective order and felony cases. Serves as liaison between County Attorney's Office and Law Enforcement Agencies, victims, witnesses and the community. Assists County/District Attorney with intake, grand jury and trial preparation and community education programs. Supervises pre-trial diversion participants.

Essential Duties and Responsibilities:

- Provide investigative assistance to prosecutors from intake through trial and appeal;
- Review all incoming criminal cases by reviewing offense reports, videos, statements, jail paperwork, PC Affidavits, and accident reports;
- Evaluate videotaped interviews of children and adults who are victims of physical/sexual abuse;
- Work with local law enforcement agencies to obtain evidence (911 calls, video, audio, statements, photos, etc.) for all criminal, civil, protective order cases, and juvenile cases; photographs/videotapes crime scenes as necessary;
- Locate and interview victims, witnesses, and defendants as needed;
- Assist in reconstructing events, sequences, and time elements in preparation for criminal prosecution;
- Prepare written reports for the prosecuting attorney documenting investigations and/or interviews with victims/witnesses;
- Attend appropriate court proceedings and perform security escorts of victims, witnesses, and staff as necessary;
- Work as a member of a trial team alongside prosecuting attorney, assisting in organizing, preparing and prosecuting cases, including assisting with jury selection when needed;
- Coordinate the collection, preparation and review of the physical evidence for trial, following strict legal requirements for the chain of custody;
- Locate, subpoena, and coordinate courtroom appearances for victims, witnesses, and officers;
- Travel within and outside the county is routinely required; a county vehicle is provided.
- Self-Motivated, with the ability to work independently in preparing and organizing cases for disposition;

- Respond to major crime scenes when requested by the investigating agency or county/district attorney, including after-hours response;
- Testify in criminal trials as needed;
- Carry a firearm with legal authority to use in proper circumstances. Responsible for knowing when those circumstances are present. Must complete firearms qualification annually;
- Supervise pre-trial diversion participants;
- Must complete all in-service training to stay in compliance with the Texas Commission on Law Enforcement and maintain a Texas Peace Officer License;
- Must attend Investigator training as requested, which may include out-of-town and overnight travel; and
- Perform all other related duties and responsibilities involved in the operation of the County/District Attorney's Office as requested or assigned.

Job Requirements:

- Minimum 5 years in law enforcement.
- Must have a minimum of 2 years of investigative experience.
- Must be TCOLE Certified Peace Officer in good standing, proficient in the use of firearms.
- Must possess and maintain a valid driver's license.
- Must be able to pass background investigation, drug testing, physical, and psychological evaluation upon request.
- Interpersonal Skills with the ability to communicate verbally and in writing with a diverse group of individuals.
- Must possess good computer skills, working knowledge of Outlook, Word, Power Point, and Excel
- Must be able to complete projects and tasks independently and in a timely and accurate manner.
- Spanish speaker preferred, but not required.
- Advanced training or experience regarding Investigative and Interview Techniques, preferred but not required.

Qualified individuals may obtain an application in the County Attorney's office located at 119 S. Maxwell Street, Tulia, Texas. Completed Applications, together with resume, may be submitted to Raquel Luker in the County Attorney's Office.

*Swisher County is an Equal Opportunity Employer. All employees are expected to conform to the employment policies of Swisher County and the Swisher County Attorney's Office. This is an "At Will" position. This job description is not an employment agreement or contract. The County/District Attorney has the exclusive right to alter this job description at any time without notice.