

**Employment Opportunity  
Llano County Attorney's Office  
Investigator \$51,161.00**

The Llano County Attorney's Office is accepting applications for Investigator/Environmental Enforcement Personnel. This is a full time position which serves two roles: Investigations and/or Environmental Enforcement/Compliance for Llano County. In the area of investigations, not limited to, the team member works with the Llano County Attorney's Office and conducts investigations of crimes by gathering and analyzing evidence from witnesses, victims and suspects. In the capacity of Environmental Enforcement/Compliance, the team member works with the Llano County Attorney's office to assess and facilitate the rehabilitation of environmental hazards in public and private areas within the County's jurisdiction.

Job Location: 801 Ford Street, Llano, Texas 78643  
Job open until filled

**Benefits include: Health & dental, Retirement, Vacation, Sick and Holiday Pay**

**Back ground check is required**

For a complete job description and application, please go to [www.co.llano.tx.us](http://www.co.llano.tx.us). Return completed application to the Llano County Human Resource department located at 100 W. Sandstone, Suite 100B, Llano, Texas 78643 or by email to: [lisa.otto@co.llano.tx.us](mailto:lisa.otto@co.llano.tx.us).

For questions, please call Dwain @ 325-247-7733.

**Llano County is an Equal Opportunity Employer**

## Llano County Job Description

**Job Title: Investigation**

**Environmental Enforcement Personnel**

**Base:**

**FLSA: Non-Exempt**

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**Department: County Attorney**

**EEO: 05 Protective Service**

**Reports To: County Attorney**

### **Summary:**

This position serves two roles: Investigations and/or Environmental Enforcement/Compliance for Llano County.

In the area of investigations, the team member works with the Llano County Attorney's office and conducts investigations of crimes by gathering and analyzing evidence from witnesses, victims and suspects; assists with the administrative intake and processing of criminal cases prepared by area law enforcement agencies; prepares criminal cases for County Court; and, performs other duties and responsibilities as required by the County Attorney.

In the capacity of Environmental Enforcement/Compliance, the team member works with the Llano County Attorney's office to assess and facilitate the rehabilitation of environmental hazards in public and private areas within the County's jurisdiction.

### **Essential Duties and Responsibilities:**

*(Essential duties and responsibilities may include, but are not limited to the following):*

- Review and analyze incidence and prosecution case reports for matters presented to the County Attorney's office; perform follow up investigations
- Interview involved parties including suspects, witnesses and complainants; obtain and verify official statements
- Contact and cooperate with other law enforcement, city, county and state agencies in matters relating to the apprehension of offenders and the investigation of criminal and environmental offenses; conduct internal investigations of white-collar crimes and criminal violations committed by county personnel
- Investigate and review compliance with environmental guidelines
- If a licensed peace officer, draft and serve arrest warrants and other legal documents to ensure expediency in the legal process, testify in court or in front of a grand jury as requested
- Participate in mediations
- If a licensed peace officer, provide security during special trials; provide for victim/witness protection
- Maintain assigned County vehicle
- If a licensed peace officer, maintain firearms qualification as required

### **Other Important Duties and Responsibilities:**

- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of criminal investigation and Environmental Enforcement.
- Coordinate and conduct professional development and community awareness programs on topics related to areas of responsibility.
- Perform other duties as assigned.

**Qualifications-General familiarity with:**

- Investigation and identification techniques
- Criminal law and criminal procedure
- Courtroom ethics, demeanor and decorum
- If a licensed peace officer; use of firearms and other modern law enforcement equipment
- English usage, spelling, grammar and punctuation
- Case management software and research data bases utilized by the County Attorney's office
- Pertinent federal, state and local laws, regulations and codes relating to code compliance and environmental health
- Principles and practices of legal document preparation

**Qualifications-Ability to:**

- Accurately observe and remember names, faces, numbers, incidents and places
- Compare and/or judge the readily observable, functional, structural or composite characteristics of data, people or things
- Speak and/or signal people to convey or exchange information
- Apply interpretation of laws and ordinances to specific instructions
- If a licensed peace officer, use and properly care for firearms and other implements required for the execution of official duties
- Accept, receive and/or collect payments
- Be accountable for inventory/property management
- Use small office equipment, including but not limited to copy machines and multiline telephone systems
- Use computers for data entry, word processing, highly technical applications, legal research and audiovisual integration
- Understand, interpret and apply laws, regulations, policies and procedures
- Prepare clear, accurate and grammatically written reports and court documents
- Maintain confidentiality in the performance of duties
- Analyze situations quickly and objectively and take necessary emergency action
- Communicate clearly and concisely, both orally and in writing
- Autonomously perform duties and responsibilities in an energetic, team-oriented manner
- Demonstrate competence in the area of investigation and/or environmental compliance/enforcement representative of the Llano County Attorney's office and effectively work with law enforcement agencies, victims, witnesses, defendants, county personnel and the public
- Arrive for work punctually and present himself/herself in a professional manner
- Access and utilize social media venues to enhance execution of duties and responsibilities

**Experience and Training Guidelines:**

***Any combination of experience and training that would likely provide required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:***

**Experience:**

- Two years of increasingly responsible law enforcement experience including participation in environmental or code compliance initiatives
- Two years of experience in a legal setting that provides prosecution or defense of criminal offenses and/or compliance with environmental standards
- Two years of experience as a registered Environmental/Code Enforcement officer

**Training:**

- Equivalent to an Associate's degree from an accredited junior college with major course work in criminology or a related field
- Completion of certification program for registered Environmental/Code Enforcement officers

**License or Certificate:**

- Must require an appropriate, valid driver's license
- If a licensed peace officer, must possess a peace officer license and preferably an advanced certificate of law enforcement

**Working Conditions-Environmental:**

- Emergency peace control environment; working in intense life-threatening conditions; exposure to various weather conditions including, inclement weather; may be exposed to armed or dangerous persons; communicable diseases, firearms and excessive noise

**Working Conditions-Physical:**

- Essential and other important responsibilities and duties may require maintaining physical conditioning necessary for walking, standing or sitting for prolonged periods of time, conduct covert surveillance, climb stairs or ladders and lift and carry light to heavy materials over (25) twenty-five pounds
- Additional physical demands may include running, crouching or crawling and the coordination of hand and eye movement in a rapid and accurate manner
- Requires the ability to see, smell, taste, hear and speak as well as differentiate color, texture and depth

***This job description does not constitute an employment agreement between Llano County and employee, does not necessarily include duties which may be required for this position and may be revised as needed.***

***Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.***

## **Employee Acknowledgement**

This confirms that I, \_\_\_\_\_, have received a copy of my job description with Llano County for the position of \_\_\_\_\_ and that I recognize the job duties may be changed, amended, or supplemented at any time, and that such changes will supersede this job description.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date