



Victoria County, TX

<u>Position Title:</u>	Defense Investigator	<u>Effective Date:</u>	9/1/24 - Until Filled
<u>Department:</u>	Crossroads Defenders (CxD)	<u>Status:</u>	Regular, Full Time, Hourly, In-Person
<u>Pay:</u>	\$59,353 and Full County Benefits	<u>Apply:</u>	Email Resume and Cover Letter to bw@cxdtx.org

CROSSROADS DEFENDERS

The Crossroads Regional Defender's Office, also known as Crossroads Defenders (CxD), is a new, holistic public defender's office serving Victoria, Jackson, Lavaca, and Refugio Counties. CxD represents indigent clients in criminal cases ranging from Juvenile Offenses through Non-Capital Felonies. Crossroads Defenders aims to become a model office for rural defense in Texas. The office will leverage cutting-edge technology, training, and techniques to provide the strongest possible advocacy for our clients. Additionally, the office will provide wrap-around services for clients to assist them with employment, mental health, substance abuse, housing, and immigration issues.

Crossroads Defenders is seeking a skilled and tenacious Defense Investigator to join our team. This critical role supports our attorneys by conducting thorough investigations to build strong defenses for our clients. The ideal candidate will have a background in criminal investigations, excellent interpersonal skills, and a commitment to protecting the rights of the accused.

VICTORIA, TEXAS

Victoria, Texas is a jewel in the Texas Coastal Bend region, where past and present are perfect neighbors. Victoria offers a perfect blend of big city amenities while maintaining small-town charm. The city boasts a deep history, plentiful outdoor recreation, and a thriving arts and entertainment scene. Victoria also features diverse culinary options, a strong economy driven by healthcare, education, and manufacturing, and an affordable housing market. The city is served by top-rated schools in the Victoria Independent School District. With Houston, Austin, and San Antonio just a two-hour drive away, Victoria is truly the crossroads of Texas. For those seeking a high quality of life, rich history, and abundant opportunities, Victoria is the perfect place to call home.

["Past. Present. Future. A Reflection of Victoria's 200 Years."](#)

[Explore Victoria Texas](#)

JOB SUMMARY

The Defense Investigator plays a crucial role in gathering and analyzing evidence, locating and interviewing witnesses, and assisting attorneys in case preparation. This position requires a detail-oriented individual with strong analytical skills and the ability to work effectively in challenging environments.

ESSENTIAL JOB DUTIES

Key Responsibilities:

- Conduct comprehensive field investigations related to criminal cases
- Locate and interview witnesses, victims, and other relevant parties
- Gather and preserve physical evidence
- Photograph and document crime scenes and relevant locations
- Review police reports, witness statements, and other case materials
- Assist attorneys in developing case strategies and theories of defense
- Prepare detailed written reports of investigative findings
- Testify in court proceedings when necessary
- Serve subpoenas and locate individuals relevant to cases
- Conduct background checks and interpersonal investigations
- Assist in jury selection process and analysis
- Collaborate with experts and forensic specialists as needed
- Maintain accurate and organized case files
- Work with attorneys and social workers to prepare grand jury and mitigation packets
- Stay current on investigative techniques and technologies
- Performs other duties as assigned

MINIMUM SKILL LEVEL

Advanced Technical- The characteristics and duties of the Defense Investigator require the application of highly developed and detailed technical procedures and techniques to a variety of situations or problems.

- Deep knowledge and understanding of investigative techniques
- Familiarity with legal concepts and procedures
- Skilled at drafting and editing documents, forms, and media.
- Skilled at working with diverse, mentally ill, drug addicted, homeless, and indigent populations
- Ability to run reports and analyze case data from case management systems
- Fully proficient with modern technology.
- Candidates should be comfortable using email, text messaging, calendar, presentation software, and Microsoft Office.
- Capable of exercising sound judgment and pragmatically solving problems
- Able to establish and maintain good working relationships with clients, court personnel, and co-workers.
- Strong interviewing and fact-gathering skills
- Excellent written and verbal communication abilities
- Proficiency in investigative techniques and evidence handling
- Familiarity with legal terminology and court procedures
- Valid driver's license and ability to travel within the service area

MINIMUM EDUCATION

- *Bachelor's degree in Criminal Justice, Law Enforcement, or related field (or equivalent experience)*

MINIMUM EXPERIENCE

- Considerable Experience (3+ years of relevant experience)

- o Experience sufficient in investigations to enable the employee to perform work as assigned with little direct supervision. This work calls for a proficient comprehension of standard work situations.
- Preferred - Prior experience as a defense investigator or law enforcement officer
- Preferred - Bilingual skills (English/Spanish)
- Preferred - Experience with digital forensics and social media investigations
- Preferred - Knowledge of forensic science principles

LICENSES, CERTIFICATIONS, OR REGISTRATIONS

- TCOLE or Private Investigator License Required (Or immediately eligible to obtain)
- Preferred - Certification from recognized investigator associations (e.g., TALI, NALI)
- Valid Texas driver's license and reliable motor vehicle.

WORK LEVEL AND WORK COMPLEXITY

1. Work Level - Senior

- Senior level work which requires handling advanced tasks and problems and provides input on policy and procedural changes. This position will help design the operating principles of the office.

2. Work Complexity - Complex

- Work will be widely varied and involve many complex and significant variables, requiring analytical ability and inductive thinking in adapting policies, procedures, and methods to fit unusual and complex situations. This position requires a high level of mastery. It requires the direct handling of all assignments and problems, including developing policy, procedures, and best practices in the field of work.

PHYSICAL DEMANDS, WORKING CONDITIONS, AND HAZARDS

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

● Physical Demands

- o Light – Requires light physical effort working almost exclusively with light weight materials (up to 25 pounds) or short periods in difficult work positions (e.g. moving banker's box).
- o Employees sit most of the time but may walk or stand for periods of time.
- o This is light duty work requiring some physical agility such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- o Sensory requirements include standard vision requirements, ability to convey detailed or important instructions to others accurately, loudly or quickly, and standard hearing requirements - hear information at normal spoken word levels.

● Working Conditions and Hazards

- o Disagreeable (Level 4) – This position will be exposed to hazards such as close, prolonged, and frequent contact with potentially violent, drug addicted, and/or mentally ill clients, co-defendants, and witnesses.
- o Serious mental effort and stress is involved which could result in tension, anxiety, and mental anguish.

- o This position requires visiting incarcerated clients at county jails and prison units.
- o This position requires visits to crime scenes, businesses, and private residences that are not under County Control, and may pose safety and health risks.
- o This position involves legal confrontation of law enforcement, prosecutors, and those with significant amounts of social, political, and legal power. This may result in the targeting of the employee, and present an ongoing threat to life, liberty, and personal freedom.
- o Position requires outdoor walks to the courthouse, less than ¼ mile, exposed to the elements

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

INTERPERSONAL AND COMMUNICATION SKILLS

- **Influential:**
 - o Requires regular contacts with persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and/or handling of difficult interpersonal relationships.
- The Defense Investigator will have regular interactions and communications with:
 - o Attorneys and non-attorney staff within the office
 - o Clients facing a broad range of serious criminal and civil legal issues
 - o Witnesses, complainants, and law enforcement
 - o Court, jail, and prosecutor staff
 - o Elected officials and staff
 - o District and County Judges (through testimony)

LEVEL OF RESPONSIBILITY AND IMPACT OF RESULTS

- **Broad**
 - o The work involves operating based on general direction and a broad set of goals and objectives.
 - o Independently plans and conducts complex investigations for a wide range of criminal cases, from misdemeanors to serious felonies.
 - o Develops investigative strategies based on case requirements and attorney directives, with minimal day-to-day supervision.
 - o Makes autonomous decisions on prioritizing tasks, allocating time, and determining the most effective methods for gathering evidence and locating witnesses.
 - o Adapts investigative techniques to suit the unique circumstances of each case, often working in diverse and challenging environments.
 - o Manages multiple cases simultaneously, balancing urgent needs with long-term investigation goals.
 - o Exercises discretion in handling sensitive information and maintaining confidentiality in all aspects of investigations.
- **Contributory**
 - o Participates with others inside and outside of the program to develop the organization and its service delivery.
 - o Collaborates closely with attorneys to develop comprehensive case strategies, providing crucial insights that shape defense approaches.
 - o Uncovers evidence and witness testimony that can significantly alter case outcomes, potentially leading to dismissals, reduced charges, or acquittals.

- o Builds and maintains relationships with law enforcement agencies, community organizations, and other stakeholders to facilitate information gathering and improve investigative processes.
- o Contributes to team meetings and case reviews, offering unique perspectives from field investigations that inform overall case management.
- o Participates in developing best practices for investigative techniques within the office, potentially influencing procedures across the public defender system.
- o Assists in training new attorneys and support staff on effective utilization of investigative resources and interpretation of investigative findings.
- o Contributes to the office's database of local resources, witnesses, and experts, enhancing the collective knowledge and capabilities of the defense team.
- o Participates in community outreach efforts, helping to build trust and improve the public's understanding of the criminal defense process.
- o Collaborates with social workers and other specialists to provide a holistic approach to client defense, contributing to better overall outcomes for clients.

SUPERVISION EXERCISED

- None

BENEFITS

In addition to a competitive and stable County Salary, full-time employees will receive full Victoria County Benefits including:

Low-cost health, dental, and vision insurance.

- Prescription drug coverage and optional FSA.
- Enrollment in the Texas County and District Retirement System with a guaranteed 7% rate of return, 200% match, and a lifetime benefit after the vesting period.
- Tuition Assistance
- Discounted membership to Citizens HealthPlex Gym and Spa
- Optional Group Rates for Term Life, AD&D, and Disability Policies.

EQUAL OPPORTUNITY EMPLOYER

Victoria County, and Crossroads Defenders, is an Equal Opportunity Employer committed to creating a strong and welcoming workplace. We encourage applications from qualified individuals of all backgrounds. Crossroads Defenders believes that an intellectually and experientially diverse team enhances our ability to provide the highest quality of legal representation to our clients and community. We strive to create an environment where all employees feel valued, respected, and supported in their professional growth. We welcome and celebrate the unique perspectives and experiences that each individual brings to our team.

<https://www.vctx.org/page/employment>

Please email resume and cover letter: Attn: Brian Watson bw@cxdtx.org