



GRAYSON COUNTY JOB POSTINGS

Equal Opportunity Employer

Persons with disabilities are encouraged to request assistance during the application process. Please call the Human Resources Department at 903-813-4091 to request assistance.

Date Posted:	February 9, 2026
Closing Date:	Open Until Filled
Position:	Investigator
Department	District Attorney's Office
Minimum Salary:	Salary will depend upon the experience of the applicant.
Duties	<p>Includes the following. Other duties may be assigned.</p> <ul style="list-style-type: none">• Receives and reviews District Attorney case files as assigned including obtaining certified copies of materials, such as court documents, agency reports, jail records, criminal histories, photographs, fingerprint cards, vehicle registration, driver's license, audio or video tapes.• Serves as liaison with various law enforcement agencies, including requesting more information for cases and obtaining Agency Offense Reports.• Interviews and takes statements from the victims and/or witnesses in a case, including contacting the appropriate parties, asking questions and discussing the case with them.• Locate victims and witnesses as needed.• Assists prosecutors in jury selection process, including reviewing jury panel information sheets, conducting background information on jury panel and making recommendations for jury selections.• Assists prosecutors in trial, including obtaining background information on witnesses, transporting witnesses to and from court, and keeping witnesses ready to testify.• Listens to all testimony presented in case, including watching out for inconsistencies and observing nonverbal responses of the jurors.• Confers with prosecutors regarding evidence and testimony presented and the overall progress of the case.• Assists other investigators as needed.• Assists other law enforcement agencies in investigations, including reviewing cases, investigating crime scenes, performing surveillance functions and serving warrants.• Assists with grand juries and pre-trial hearings, including issuance of subpoenas,

	<p>serving subpoenas, transporting witnesses and prisoners to and from courthouse, delivering subpoenaed records and obtaining certified copies of records.</p> <ul style="list-style-type: none"> • Issuance of subpoenas, serving subpoenas, and keeping track of status of service of subpoenas for all pre-trials and trials. • Schedule appointments with prosecutor for witnesses for pre-trial interview. • Conducts special investigations as needed. • Provides security as needed for district courts, grand juries, and pre-trial hearings.
Qualifications:	<p>Must pass criminal background investigation and pre-employment drug screen.</p> <p>To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.</p> <p>Education and Experience Requires an equivalent combination of education and experience which provides the required knowledge, skills and abilities with TCOLE certification.</p> <p>Qualified applicants will be contacted for interviews. Interviews are conducted in Sherman, Texas.</p>
Requirements:	<p>KNOWLEDGE of Texas Criminal Laws and procedures; the legal system; safe operation of firearms; use of still and video cameras; operations of computers as well as general office machines; operation of investigative equipment, including fingerprint equipment, communication equipment; and criminal investigations and trials.</p> <p>SKILL/ABILITY TO read, analyze and interpret case information; determine priority of tasks and/or items to be gathered for investigations; gather various information related to cases; write reports, memos, and letters; interview victims, witnesses, suspects and defendants in cases to collect statements and confessions; communicate effectively, both in person and on the phone; analyze trial and courtroom proceedings, including making recommendations to prosecutors regarding witnesses, evidence and juries; maintain effective working relationships with prosecutors, judges, other law enforcement officers, and co-workers; operate computer.</p> <p>CERTIFICATES, LICENSES, REGISTRATIONS Certification from the Texas Commission on Law Enforcement (TCOLE).</p>
Benefits:	Excellent benefits including employer paid health insurance, vacation leave, sick leave, paid holidays, and retirement.
Application Process:	http://www.co.grayson.tx.us/page/hr.howtoapply