

Job Opening

Investigator

The Far West Texas Regional Public Defender's Office is seeking an investigator for lawyers representing those facing criminal charges but too poor to hire legal counsel in Brewster, Culberson, Jeff Davis, Hudspeth and Presidio Counties. The office is located in Alpine, Texas. Applicants must be willing to relocate to reside within the region. Compensation includes salary of \$45,000 per year, plus benefits of employment, including health insurance and retirement. Position to start July 1, 2021.

Duties include but are not limited to:

1. Conducting interviews with clients to determine facts, mental health status, and factors affecting bail.
2. Locating and interviewing witnesses, victims, and experts.
3. Searching social media and online sources of clients and witnesses.
4. Identifying experts for the defense, getting estimates, coordinating work.
5. Serving subpoenas.
6. Collecting records.
7. Inspecting scenes of offenses and taking photographs.
8. Developing mitigation cases.
9. Notarizing statements.
10. Testifying in court.

EMPLOYMENT REQUIREMENTS:

- High school degree or equivalent (minimum). Preferred: two years' experience conducting legal or criminal investigation or a closely related field, preferably involving court action.
- Valid Texas driver's license, insurance, and reliable motor vehicle.
- Bilingual in English and Spanish.
- Knowledge of Microsoft Office.
- Basic working knowledge of social work and public benefits.
- Must possess the skill and ability to manage a demanding and diverse caseload assigned from the county and district criminal courts.

Applicants must send resume, cover letter, references, and authorization for criminal background check to james@farwesttxrpd.org. Applications will be considered on a rolling basis until position is filled.

Although the office is located in Alpine, the person will be an employee of Culberson County. Questions regarding Culberson County employment benefits should be directed to Adrian Hinojos, Culberson County Treasurer, ahinojos@co.culberson.tx.us.