

Employer:  
Waller County Criminal District Attorney's Office

Location:  
Hempstead, Texas (40 miles west of Houston)

### **EMPLOYMENT OPPORTUNITY NOTICE (Investigator)**

The Office of the Waller County Criminal District Attorney, Texas is currently accepting applications for the position of investigator.

The purpose of this position is to provide a high level of investigative support to prosecutors of the Waller County Criminal DA's Office(WCCDAO). This requires working with prosecutors and other office staff, communicating with victims, managing a significant caseload, and coordinating the complex details of prosecution before, during, and after trial.

### **QUALIFICATIONS:**

- Possess a T.C.O.L.E. Intermediate, Advanced or Master Peace Officer Certification.
- Current Firearms qualification.
- Prior law enforcement investigative experience.
- Possess a current valid driver's license.

### **ESSENTIAL JOB FUNCTIONS:**

- Provide for the security of C.D.A. Office staff in the office, courtroom and in the field.
- Maintain knowledge and use of computer programs, information sources and contacts.
- Assist and act as liaison between the WCCDAO and law enforcement agencies as necessary.
- Perform related duties and special assignments/projects as required under the direction of the Criminal District Attorney and the Chief Investigator.
- Assist Prosecutors throughout the criminal justice process, specifically in the preparation of cases for trial including:
  - Identifying significant factors, witnesses, and/or solutions for presenting evidence in court.
  - Reviewing, developing, and locating case evidence, including obtaining arrest, offense/supplemental reports, NCIC/TCIC criminal histories, military records, etc.
  - Obtaining certified copies of medical records, CPS records, etc.
  - Obtaining photographs, videos, statements, affidavits, etc.
  - Locating and contacting witnesses.
  - Participating in witness and victim interviews.
  - Coordinating court appearances and witness transport to and from court.
  - Reviewing prospective juror lists.
  - Conducting investigations using social media and other internet platforms.

- Applying for and serving subpoenas in and out of Waller County and out of state as necessary.
- Testifying during trial, when necessary.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of legal terminology and criminal justice system practices and procedures.
- Ability to utilize effective organizational time management skills.
- Ability to multi-task, work well under pressure, and with short deadlines.
- Detail oriented.
- Effective interpersonal communication skills.
- Ability to work effectively with victims in highly traumatic and/or stressful situations.
- Ability to maintain professional boundaries and confidentiality.
- Effective investigative interview skills.

The salary range for this position shall is \$55,000 up to \$65,000 per year depending on experience with other benefits as a salaried employee of Waller County.

**Benefits:**

- 15 paid County holidays per year
- Approximately 96 hours of sick leave accrual per year
- Approximately 80 – 120 hours of vacation leave accrual per year based on years of service
- Health insurance through BlueCross BlueShield of Texas
- Membership in the Texas Association of Counties (TAC) Health & Employee Benefits Pool
- Membership in the Texas County & District Retirement System (TCDRS)
- County longevity pay after 2 years of service, respectively

Applicants must submit a cover letter, resume, list of references, and a County employment application to Criminal District Attorney Sean Whittmore at [s.whittmore@wallercounty.us](mailto:s.whittmore@wallercounty.us). Please submit all application documents in ONE email.

The County employment application can be found at:  
<https://www.co.waller.tx.us/page/Employment.Opps>

Position Available January 1, 2026.

**Not all applicants will be interviewed or contacted. Waller County is an equal opportunity employer.**