

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. 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.