



FAR WEST TEXAS REGIONAL PUBLIC DEFENDER
206 W. Avenue E, Alpine TX 79830
432.837.4120

JOB POSTING

INVESTIGATOR

The Far West Texas Regional Public Defender's Office is seeking an investigator. This person must be able to gain clients' trust, have an eye for detail while uncovering facts, have a willingness to work in a team-oriented environment, and demonstrate an ability to be clear and concise in communication. Though the office is located in Alpine, Texas, the investigator must be willing to travel as we represent a vast portion of West Texas (Brewster, Culberson, Jeff Davis, Hudspeth, and Presidio Counties).

The Far West Texas Regional Public Defender's Office is a one-of-a-kind public defender's office. We pride ourselves on centering the client's experience through ensemble representation. As an office, we work together as a team to be able to provide our clients with not only legal representation, but a holistic approach to representation that provides them with support and resources. This office has experienced tremendous growth and in turn, offers ample opportunity for an investigator to gain more experience. We are looking for a candidate who is willing and able to work alongside us, to help us continue to grow.

Essential Position Functions:

- Consistently demonstrating an ability and willingness to communicate with clients and clients' families as requested on behalf of the attorney or as part of investigative duties, and to do so with compassion and empathy.
- Locating and interviewing witnesses, victims, and experts.
- Identifying experts for the defense, getting estimates, and coordinating work
- Serving subpoenas
- Collecting records
- The ability to prioritize tasks and meet deadlines in a high-volume caseload. The ability to maintain motivation, initiative, and a positive attitude when confronted with a high caseload and deadlines.
- Inspecting scenes of offense and taking photographs
- Developing mitigation cases

- Notarizing statements
- Testifying in court
- Undergo continuous training as needed

Qualifications

Minimum Qualifications

- High School Degree or Equivalent
- Valid Driver's License, Insurance, and Reliable Motor Vehicle. You will be traveling long distances between the five counties that we cover.
- Bilingual in English and Spanish
- Must Possess the skill and ability to manage a demanding and diverse caseload assigned from the county and district criminal courts.

Preferred Qualifications

- Two years' experience conducting legal or criminal investigations or closely related fields, preferably involving court action.

Salary

\$47,250-\$57,750/year depending on experience. County benefits include paid vacation and holidays, health insurance and participation in county retirement system. depending on experience. County benefits include paid vacation and holidays, health insurance and participation in county retirement system.

To Apply

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

The office is located in Alpine, but all employees are employees of Culberson County. Questions regarding Culberson County employment benefits should be directed to Adrian Hinojos, Culberson County Treasurer, ahinojos@co.culberson.tx.us.