

## County Attorney Investigator – CPS Division

**County Attorney Investigator** - The Montgomery County Attorney's office is seeking an experienced investigator for its Child Protective Services Division. The investigator will be part of a team consisting of three attorneys, two paralegals, and a clerk.

Primary responsibilities include:

- Providing investigative assistance to attorneys from intake through jury trial.
- Conducting computer database searches, including a variety of social media.
- Locating and serving subpoenas to witnesses.
- Providing supplemental investigations on pending cases as necessary.
- Interviewing witnesses and conferring with law enforcement.
- Performing initial investigation into allegations as needed.
- Providing audio/visual technical trial assistance to prosecutors during trial.

This position routinely interacts with court staff, defense attorneys, guardians ad litem, law enforcement officers, medical professionals, professional counselors and therapists, and representatives of Child Protective Services.

The ideal candidate will have at least five (5) years of law enforcement **investigative** experience, must be TCOLE certified, and hold a Master Peace Officer License. A college degree is preferred but not required. Complete proficiency in database searches is an absolute requirement along with being proficient in Microsoft Excel.

CPS and / or juvenile experience are highly preferable, but a willingness to learn the unique aspects of CPS and juvenile prosecution and the relevant sections of the Texas Family Code are sufficient. The candidate should have strong organizational and communication skills, must be able to prioritize multiple tasks, work efficiently within time constraints and deadlines, and handle stressful situations. Additionally, strong interpersonal skills and the ability to work in a team environment are essential.

Salary is dependent on experience (approximately \$56,000 to \$75,000 plus any applicable certification pay.). The County also provides excellent retirement and health insurance benefits, TDCAA dues, continuing education, and free covered parking.

In total, the Montgomery County Attorney's office has 5 divisions (Juvenile Prosecution, CPS, Real Estate, Litigation, and Government Affairs) and has a staff of approximately 30, including lawyers, an administrative manager, legal support staff, a victim assistance coordinator, and two investigators. The office serves as the chief legal advisor for the county government, which includes over 2,200 employees. **For additional information about the Montgomery County Attorney's office, please visit our website at [www.mctxcao.org](http://www.mctxcao.org).**

The Montgomery County Attorney's office is located in downtown Conroe, Texas, approximately 40 miles north of Houston and less than 10 miles north of The Woodlands. The county is one of the fastest growing in the state, and it has a current population of approximately 560,000.

**To apply, please email all of the following to [Natalie.Laurent@mctx.org](mailto:Natalie.Laurent@mctx.org):**

- Cover letter explaining why you think you are an ideal candidate for this position
- Resume
- Three (3) references (briefly state how each reference knows you)

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