



KLEBERG COUNTY ATTORNEY'S

TASK FORCE

SPECIALIZED CRIMES & NARCOTICS

Special Agent/Investigator/K-9 Handler

May be assigned to K-9 duties, Patrol duties and/or investigative work

SALARY RANGE: \$25.00 Hourly

Date: January 12, 2024

361-595-5778 OFFICE

tfadmin@southtexas taskforce.com

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING: (OTHER DUTIES MAY BE ASSIGNED)

Maintains adequate knowledge of the Texas Penal Code, Texas Family Code, Texas Motor Vehicle Laws, Texas Health and Safety Code, Texas Code of Criminal Procedure and any related issues involving law enforcement.

Patrols assigned area, generally by vehicle, to interdict criminal activity.

Prepare and file cases with District Attorney, U.S. Attorney, or County Attorney.

Assists other law enforcement agencies as needed.

Gathers and labels evidence, takes photographs and fingerprints, guards and transports

Testifies in court.

Meet with informants and conduct undercover narcotics work.

Conducts investigations in a timely and professional manner

Conducts interrogations of suspects when necessary

Keeps records of activity and makes reports concerning investigations undertaken.

Questions witnesses and records their statements and depositions.

Ensure the confidentiality of all investigations and department matters.

Attend offsite training with assigned canine and complete all agency required training

Responsible for the actions of their assigned canine at all times

Responsible for daily training, feeding, and care of assigned canine.

Ensure the canine's living quarters are maintained in a clean and sanitary condition.

Permit inspection of canine kennel and living quarters supervisory personnel upon request to do so.

Administer to the canine any medication prescribed by a veterinarian.

Deploy canine to search, track and apprehend when authorized by agency policy.

Responsible for maintenance and upkeep of all issued equipment to include assigned unit.

Conduct mandated training with the canine to ensure that all certifications are maintained and documented

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any employee who drives a

vehicle on official business must have a driving record which meets standards set by the County and County's insurance carrier.

EDUCATION AND/OR EXPERIENCE:

Associates Degree or equivalent semester hours from an accredited college or university in Criminal Justice or a related field plus two years of work experience in law enforcement; or High School Diploma or GED plus four years of related work experience.

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities, may be considered for current Kleberg County employees only.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to understand and follow written and oral instructions, departmental policy, rules, regulations and laws.

Ability to utilize tact and maintain confidentiality while conducting investigations.

Ability to establish and maintain effective working relationships with law enforcement officials.

Ability to analyze situations and adopt a quick, effective and reasonable course of action.

Ability to communicate effectively orally and in writing.

Be in good physical condition

CERTIFICATES, LICENSES, REGISTRATIONS: Basic Peace Officer Certification by the Texas Commission on Law enforcement (TCOLE)

Must possess a valid Texas Motor Vehicle Operator's License.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manual. Ability to write routine reports and correspondence. Ability to speak effectively.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employee may be required to run. Employee may have to confront dangerous and armed criminals and restrain violent subjects.

WORK ENVIRONMENT: While performing the duties of this job, the employee works indoors and outdoors.