

# Public Defender Division Seeking Investigators

## Central Texas

Texas RioGrande Legal Aid (TRLA) seeks experienced investigators with demonstrated commitment to serving in rural and indigent communities.

For over a decade, TRLA indigent defense services has provided clients with complete, vertical representation from intake to resolution. We serve 14 rural Texas counties, all south of San Antonio, across four, but soon to be five offices. Our offices are located near various natural and cultural attractions. They are also within reasonable driving distances from metro areas with international airports.

### **Currently, we seek investigators for our new location in Wilson and Karnes Counties:**

- New Office, to serve Atascosa, Karnes, Frio, and Wilson Counties (south of San Antonio)

Our program is deeply committed to zealous, high-quality representation in rural South Texas. Employee benefits include robust health, retirement, and benefit plans; training stipends; as well as travel and cell phone reimbursements for case-related activity.

### **Primary Duties & Activities:**

1. Conduct initial interviews of clients within 24 hours of arrest to screen for eligibility, immigration status, mental health concerns, and potential conflicts of interest; determine facts and obtain witness identities; and assess facts regarding bail;
2. Monitor assigned jails daily;
3. Locate and interview victims, witnesses, and law enforcement personnel; draft statements and maintain interview notes; and serve subpoenas
4. Gather and analyze records, reports and documents, then add documents into case management system;
5. Visit and recreate crime scenes by measuring, photographing, and sketching;
6. Prepare written reports;
7. Testify in court;
8. Notarize legal documents;
9. Maintain accurate and complete client files and administrative records, including data entry into case management system;
10. Prepare administrative reports required by TRLA; and

11. Any other duties required by the Chief Public Defender.

**Qualifications:**

- Bilingual in English and Spanish;
- High school graduate or equivalent;
- Car, driver's license and automobile insurance;
- Experience in law enforcement or investigations;
- Resourcefulness, creativity, initiative, tact, and discretion; and
- Proficiency in Office365/Microsoft Office (highly preferred).

Preferred applicants will demonstrate an interest in providing justice to those who need it most; will have a basic working knowledge of social work and public benefits programs; and want to live and work in communities where our clients have the greatest needs.

TRLA, a poverty law firm with a national reputation for effective advocacy, is one of the largest legal services programs in the nation, employing over 200 civil attorneys across a 68-county service area in Southwest Texas.

TRLA is an equal opportunity employer and is committed to an equitable workplace.

SALARY: \$30,840 - \$44,230, commensurate with experience, plus an excellent fringe benefits package.

**APPLY NOW**

[HTTPS://TRLA.WUFOO.COM/FORMS/P16SVVWK1C27ATU/](https://trla.wufoo.com/forms/p16svvwk1c27atu/)