



# Kendall County Sheriff's Office



**Position Title:** Criminal Investigator

**Position Type:** Criminal Investigation Division

**Closing Date:** May 28, 2022

**Job Description:** Under general supervision, the purpose of the position is to conduct thorough investigations on misdemeanor and felony crimes, collect and preserve evidence, interrogate offenders, question witnesses and victims, prepare case files for testimony in Grand Jury and trials, establish and maintain liaison with local, county, state, federal and public officials, and abide by all lawful policies and procedures, orders, and instructions issued by the Kendall County Sheriff's Office.

**Salary Information:** \$64,727.00

Annual Salary Increases

**Benefits Include:** Health Benefits

Life/Disability Insurance

Texas District and County Retirement System (TDCRS)

Vacation, Holiday, Sick & Bereavement Leave

County Paid Uniforms and Vehicle

**Job Requirements:** Age 21

High School diploma or equivalent required supplemented by two (2) to three (3) years previous experience or training that includes law enforcement, knowledge of criminal laws and codes, and investigations; some college preferred.

Experience Preferred

Applicants must possess a current T.C.O.L.E. license as a Peace Officer

Knowledge of the English language, spelling, and grammar. General knowledge of Microsoft Word and Power Point are encouraged.

Bilingual preferred

**Contact:** Lt. Butch Matjeka, Operations Commander  
Kendall County Sheriff's Office  
6 Staudt St.  
Boerne, TX. 78006  
830-331-8836

**On-Line Application:** <https://www.kendallcountysheriff.com/employment>