

## **INVESTIGATOR**

The Jefferson Parish District Attorney's Office is actively seeking candidates to fill investigator positions. An Investigator's job duties vary by department and generally involve assisting Assistant District Attorneys in preparing for court hearings and trials.

Investigators work alongside an Assistant District Attorney, a victim-witness assistance coordinator and support staff. Additionally, and in general, investigators have the following duties:

- Ensures that evidence and documents are properly maintained in our internal case management databases;
- Locates victims, witnesses and police officers;
- Work with law enforcement agencies to obtain evidence to be used in court proceedings;
- Transport victims and witnesses to court; and,
- Additional tasks as needed.

Investigators must have a working knowledge of legal and court terminology; federal and state laws, and local ordinances; law enforcement departmental policies, procedures and regulations; and law enforcement reports and records maintenance.

At a minimum, candidates are required to have a high school diploma or GED. Prior law enforcement experience not required.

### **COMPENSATION**

Compensation for this position is dependent on experience and training. The Jefferson Parish District Attorney's Office provides benefits to full-time regular employees, including paid sick and vacation leave, paid holidays, health/dental/vision benefit plans for employees and dependents. Additionally, retirement benefits are available to employees, including a pension through the Parochial Employees' Retirement System of Louisiana, as well as participation in a deferred compensation program.

All offers of employment will be contingent upon successful completion of a preemployment drug screening, background check and reference review.

The Jefferson Parish District Attorney's Office provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. Discrimination of any type will not be tolerated.

***Date of job posting: Wednesday, March 18, 2026***