

Salary Schedule	MOU	Benefits
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City of Alameda
Code No.
Approved by C.S.B.

CITY ATTORNEY INVESTIGATOR

DEFINITION

Under the general supervision, the City Attorney Investigator is responsible for the full scope of assigned investigations to the City Attorney's Office, including a variety of administrative work, and assists prosecutors in preparing and organizing cases for court.

DISTINGUISHING FEATURES

This position is responsible for investigating a wide variety of sensitive cases pertaining to civil and criminal matters, housing, consumer fraud, human resources, civil litigation and related matters under the direction of the City Attorney's Office. This position is expected to maintain positive working relationships with a variety of stakeholders and individuals, be able to coordinate multi-agency efforts and activities related to investigations, and utilize tact, professionalism, and thoroughness when interviewing potential witnesses and subjects of investigations.

EXAMPLES OF DUTIES

1. Perform / conduct field investigations and surveillance, visit scenes of alleged injuries or crimes related to a wide variety of matters related to the City's interests.
2. Conduct and coordinate witness interviews; coordinates appearances of witnesses for court proceedings.
3. Obtains and serves subpoenas, summonses, motions, order to show cause and other legal documents and correspondence to individuals.
4. Gather and preserve data and evidence, analyze data gathered in the course investigations, photograph crime and accident scenes.
5. Evaluate physical, material, and environmental factors relevant to case investigations. Transcribe witness interviews and other related administrative duties.
6. Keeps necessary records, prepares correspondence and reports.
7. Issue citations consistent with legal requirements.
8. Prepare affidavits; summaries and reports of factual findings based on gathered evidence.
9. Testify in court; prepare hearing/trial materials including presentations materials, and visual displays, charts and diagrams of crime and accident scenes and events.
10. Perform related work as assigned.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited four-year college or university with major coursework in police science, criminology, public or business administration.

Experience: Two years of full-time civil, criminal, or law enforcement investigative experience.

Knowledge

Knowledge of existing criminal codes and laws, modern investigative techniques, and methods; preserving and presenting evidence and investigative findings.

Ability

Ability to handle responsible investigative assignments with tact, resourcefulness, and good judgment; Prepare and maintain investigative data, records, and reports; Communicate verbally and in writing; Operate modern equipment used in criminal investigative work; Work with individual members of the legal staff, representatives of other groups and organizations relating to criminal justice system activities.

Other Requirements

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.