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Code No.  
 Approved by C.S.B.  
 April 3, 2024 / October 2, 2024

**CITY ATTORNEY INVESTIGATOR**

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**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**

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

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Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Essential 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.

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Other Duties

10. Performs related work as required.

10. Perform related work as assigned.

**WORKING CONDITIONS**

- Indoor office or station environment, and outdoor environment while performing fieldwork.
- Occasional exposure to wet or humid conditions; extreme cold or extreme heat.

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- Occasional exposure to fumes or airborne particles, and vibration.
- Frequent travel to City work sites, locations, and meetings to conduct work; may include long distance travel with extended periods in a motorized vehicle and/or by plane.
- Noise level is usually moderate, ambient office sounds such as speaking, working office equipment, and software.
- Frequent public contact; may interact with upset staff and/or private and public representatives in conducting witness interviews, field investigations, and providing testimony in court.

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#### **PHYSICAL DEMANDS**

- Dexterity of hands and fingers to operate objects, controls, and/or tools such as but not limited to a computer, computer keyboard, and standard office equipment.
- Specific vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Frequently sitting or standing for extended periods of time; including but not limited to long distance travel with extended periods in a motorized vehicle and/or plane.
- Reach with hands and arms; repetitive movements of hands or wrist; climb or balance; stoop, crouch, squat, crawl, walk; twist and bend from the waist.
- Fieldwork may involve mobility on uneven terrain.
- Hearing and speaking to present and exchange information, and to communicate in person and by telephone.

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#### **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.