

SENIOR CITY ATTORNEY INVESTIGATOR

DEFINITION

Under direction from a Supervising Assistant, and/or Chief Assistant City Attorney, performs a variety of advanced and complex professional investigative duties for the City Attorney's Office related to harassment, discrimination, and retaliation allegations, as well as related allegations; conducts advanced and complex special investigations on various legal issues and/or matters; may testify in court and/or administrative hearings; may provide supervision to assigned staff.

SUPERVISION RECEIVED/EXERCISED

This classification receives supervision from the City Attorney or their designee. This class may exercise supervision over assigned staff.

DISTINGUISHING CHARACTERISTICS

Senior City Attorney Investigator is a supervisory class in the City Attorney's Office. Incumbents are expected to complete advanced and complex investigations which require extensive technical knowledge, initiative, discretion, and professional judgment and skill in the performance of duties. This class is distinguished from the City Attorney Investigator, in that the latter is a general class in which incumbents perform general investigative duties under supervision. Incumbents serve at the will of the City Attorney or their designee and are in an unclassified position.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but are not limited to, the following:

Performs advanced and complex investigations for the City Attorney's Office regarding personnel matters and other cases/matters where the City may be subject to litigation by gathering, assembling, preserving and reporting facts and evidence, determining what evidence can be used; and ensuring compliance with the applicable policies and procedures, laws, rules, and regulations;

Prepares clear and concise reports describing investigative activities, including findings and opinions and corresponding evidence; reviews reports by employees under their supervision; prepares and presents reports to the City Attorney or their designee.

Supervises and participates in locating and interviewing witnesses; critically analyzes and evaluates their testimony;

Supervises and participates in gathering documents, statements and other factual material, photographic and/or recorded evidence;

Supervises and serves legal processes for the City Attorney's Office including subpoenas, summonses, and/or search and inspection warrants;

Supervises and prepares declarations, affidavits and other materials required for court and administrative hearing motions, or search and inspection warrants; prepares oral and written reports, correspondence, and memoranda, and assists with obtaining inspection warrants;

Utilizes expertise and complex investigative techniques to evaluate witness and evidentiary issues;

Confers with attorneys in the City Attorney's Office and reports findings;

Appears as a witness in court and administrative proceedings; attends meetings, trials, and hearings to assist attorneys in preparing of evidence;

Supervises, participates in, conducts, and attends a variety of special investigations or property inspections as assigned;

Leads and participates in investigative meetings;

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Legal terminology and procedures related to the court system, the Fresno Municipal Code, and civil and/or criminal process;

The California Penal Code, the Fresno Municipal Code, and related City rules and procedures;

Advanced and complex investigation and interrogation techniques and procedures, rules of evidence, search and seizure, laws of arrest, laws of service of process, and court and administrative hearing procedures;

Standard and acceptable principles and practices of conducting complex and advanced inquiries and investigations within a public agency and unionized work environment;

Principles and practices of City-wide operations and City administration and organization;

Modern office equipment, software, hardware, including applications for word processing, spreadsheets, and databases.

Ability to:

Use personal computer applications, such as word processing, spreadsheets and databases, including computerized research;

Acquire and apply thorough knowledge of codes and ordinances to assignments;

Effectively testify before hearing officers and/or administrative bodies;

Exhibit a high degree of integrity and exercise sound, independent judgment within general policy guidelines and operating parameters;

Prepare clear, concise, and comprehensive records, reports, correspondence, legal documents and other written materials; to communicate effectively in writing;

Make clear and persuasive oral presentations;

Effectively complete advanced and complex assignments within a narrow time frame, effectively supervise others, work effectively in stressful situations;

Establish and maintain effective and professional interpersonal relationships at all organizational levels and with the public;

Maintain confidentiality;

Work with various cultural and ethnic groups in a tactful and efficient manner.

Skills to:

Safely operate a motor vehicle.

Operate office equipment, a computer and a variety of word processing and software applications for completion of assigned duties.

MINIMUM QUALIFICATIONS

Bachelor's Degree from an accredited college or university in Criminology, Public Administration, Business Administration or related field AND three years of civil, criminal or law enforcement investigative experience. Qualifying experience must include investigation of civil or criminal cases such as public liability claims, traffic accidents, consumer fraud, domestic violence, code enforcement, personnel/workplace investigations, workers' compensation fraud, narcotics or gang activity. Experience may be substituted for education on a year-for-year basis up to a maximum of two years.

-OR-

Graduation from an accredited school of law. Additional experience in investigation of civil or criminal cases such as public liability claims, traffic accidents, consumer fraud,

