

**CITY ATTORNEY INVESTIGATOR****DEFINITION**

Under the direction and supervision of an Assistant or Chief Assistant City Attorney, performs a variety of professional investigative duties for the City Attorney's Office related to harassment, discrimination, and retaliation allegations, as well as related allegations; conducts investigations on various legal issues and/or matters, including wage theft prosecution matters; may testify in court and/or administrative hearings.

**SUPERVISION RECEIVED/EXERCISED**

Receives supervision from the City Attorney or their designee. This class does not exercise supervision.

**DISTINGUISHING CHARACTERISTICS**

Incumbents are fully trained and are expected to complete investigations with minimum supervision, and expected to exercise professional judgment and skill in the performance of duties. This class is distinguished from Senior Paralegals that prepare a variety of legal documents pertaining to civil and/or criminal litigation, Public Records Act request responses, complex contracts and real estate documents, and participate in a variety of administrative proceedings. Incumbents serve at the will of the City Attorney and are in an unclassified position.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

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

Performs investigations for the City Attorney's Office regarding personnel matters and other cases/matters where the City may be subject to or initiate litigation, including wage theft prosecution 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;

Locates and interviews witnesses; analyzes and evaluates their testimony;

Gathers documents, statements and other factual material, photographic and/or record evidence;

Serves legal processes for the City Attorney's Office including subpoenas, summonses, search and inspection warrants;

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;

Confers with attorneys in the City Attorney's Office and reports findings; discusses evaluations of witnesses and evidentiary problems;

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

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

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, Government, and Labor Codes; the Fresno Municipal Code; and related City rules and procedures.

Modern 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 inquiries and investigations within a public agency and unionized work environment.

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

### **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 courts, 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 varied complex assignments within a narrow time frame; work effectively in stressful situations.

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

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.

