

**CLASS SPECIFICATION**

**SAN DIEGO CITY CIVIL SERVICE COMMISSION**

**SENIOR CITY ATTORNEY INVESTIGATOR - 1885**

NOTE: formerly SENIOR LITIGATION INVESTIGATOR

**DEFINITION:**

Under direction, to supervise subordinate investigative staff and perform a wide variety of difficult and complex investigations for City liability and other cases going to trial; to perform sensitive and complex special investigations and projects on various legal issues; and to perform related work.

\* **EXAMPLES OF DUTIES:**

- Conducts a variety of investigations for the more complex and sensitive lawsuits, such as those involving civil rights, serious injury and death, shootings, and design cases, where the City may be either plaintiff or defendant;
- Performs complex accident reconstruction studies and cause analyses;
- Testifies in court as an expert witness;
- Obtains and analyzes medical and statistical records;
- Conducts surveillances;
- Locates and interviews witnesses;
- Gathers and obtains statements, documents, and other factual material relating to cases;
- Analyzes information compiled and prepares recommendations and reports;
- Prepares statistical data, special documentation, and exhibits to be presented at court;
- Drafts complex investigation reports;
- Takes photographs;
- Serves summonses and subpoenas;
- Attends trials and hearings, and assists attorneys in arranging appearance of witnesses at trials and hearings and in preparing presentation of evidence;
- Gathers data in response to interrogatories and/or demand for production of documents, and is responsible for verifying the evidence or information;
- Conducts special investigations and projects;
- Assigns, reviews, and evaluates the work performance of subordinates;
- Trains subordinate staff in investigative techniques.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

\* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

College graduation with a Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter), **AND** three years of full-time civil, criminal, or law enforcement investigative experience performing the full range of duties involved in the investigation of civil or criminal cases such as public liability claims, land use, constitutional claims, traffic accidents, consumer fraud, domestic violence, code enforcement, narcotics, or gang activity. Qualifying experience must include a minimum of one year of full-time experience at the level of City Attorney Investigator for the City of San Diego.