

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
COLLECTIONS INVESTIGATOR II - 1332

DEFINITION:

Under general supervision, to compile court evidence and prepare and process a variety of legal documents for the collection of delinquent accounts requiring court action; to handle the more complex delinquent accounts and the associated follow through of all legal processes to resolve the accounts; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Reviews litigation requests and determines responsible parties;
- Reviews litigation request packages to determine if all necessary documentation is provided and valid;
- Files civil actions, arranges for service legal documents, and represents the City of San Diego in small claims court;
- Explains legal options available to Collections Investigators in collecting delinquent debts and assists investigators with court preparation;
- Researches legal issues;
- Gathers and verifies case data for processing legal actions;
- Contacts other City departments and agencies to gather information related to the collection of delinquent accounts;
- Determines the proper venue and pleading to be filed in a variety of jurisdictions;
- Resolves disputes, conducts field investigations, and interviews witnesses;
- Negotiates settlements with defendants, their attorneys and/or insurance companies, or recommends compromise settlements through the City Attorney's Office;
- Maintains records of seizure and sale actions;
- Arranges for the placement of Marshall's Keepers in seized property;
- Sets up and maintains court calendars and schedules continuances;
- Attends settlement conference, mediation, arbitration, and/or trials;
- Interrogates witnesses and schedules witness appearances;
- Drafts responses to discovery requests and prepares summaries to relevant portions of the municipal code;
- Prepares and files a variety of court documents;
- Inputs or retrieves accounts from multiple City computer databases;
- May handle the more complex delinquent accounts, such as major damage claims, lease and contractual agreements, major audit deficiencies, and multiple accounts by one debtor.

*** 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.

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>.

Two years of full-time experience performing debt collection and investigations on charged-off accounts with a collection agency, financial institution, law office, or government agency.