

July 1, 1999

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PRINCIPAL CITY ATTORNEY INVESTIGATOR

NOTE: Formerly PRINCIPAL LITIGATION INVESTIGATOR

DEFINITION:

Under direction, to plan, assign, supervise and coordinate a wide variety of pre-trial investigations for City liability and other cases; to conduct the most sensitive and complex special investigations on various legal issues; and to perform related work.

* **EXAMPLES OF DUTIES:**

- Assigns, coordinates, and supervises through subordinate supervisors a variety of investigations on lawsuits in litigation or other cases where the City may be the plaintiff or defendant;
- Establishes work standards and procedures;
- Personally conducts the investigation of the most difficult and sensitive lawsuits or other legal issues;
- Assists in preparing presentations of evidence;
- Writes and reviews indemnity agreements with City contractors;
- Evaluates lawsuits and recommends settlement amounts or recommends denial;
- Confers with supervisors, department heads, and others to remove hazardous conditions within the City identified during investigations;
- Selects, assigns, reviews, and evaluates the work performance of subordinates;
- Develops, implements and monitors staff development programs;
- Trains subordinate staff in investigative techniques;
- Testifies in court;
- Makes presentations to school and community groups;
- Conducts special investigations as assigned.

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 Announcement for updated minimum qualifications.

College graduation with a Bachelor's degree, **AND** four years of experience investigating criminal, civil, or liability claims and performing related investigations.

- * **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.