

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SENIOR CITY ATTORNEY INVESTIGATOR

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;
- Takes photographs;
- Serves summonses and subpoenas;
- Attends trials 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 Announcement for updated minimum qualifications.

College graduation with a Bachelor's degree, **AND** three years of investigation experience involving criminal or civil cases, public liability claims, traffic accidents or consumer fraud. Qualifying experience must include a minimum of one year of experience at the level of Litigation Investigator, performing pre-trial investigation and preparation at the direction of an attorney.

- * **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.