

July 1, 1999

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
CITY ATTORNEY INVESTIGATOR

NOTE: Formerly LITIGATION INVESTIGATOR

DEFINITION:

Under direction, to perform a wide variety of investigations for City liability and other cases going to trial; to conduct special investigations on various legal issues; and to perform related work.

* **EXAMPLES OF DUTIES:**

- Performs a variety of investigations for City liability on lawsuits and other cases where the City may be either the plaintiff or defendant;
- Conducts surveillances;
- Locates and interviews witnesses;
- Gathers and obtains statements, documents, and other factual material relating to cases;
- Analyzes data 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;
- Testifies in court;
- 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 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.

A Bachelor's degree or equivalent education (i.e., minimum completed college unit equal to 120 semester/180 quarter), **AND** two years of civil, criminal or law enforcement investigative experience. Qualifying experience must include investigation of civil or criminal cases such as public liability claims, traffic accidents, consumer fraud, domestic violence or code enforcement. Additional investigatory experience may be substituted for education lacked on a year-for-year basis. Possession of a valid California Class C Driver's License.

- * **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.