TITLE: INVESTIGATOR I - III

DEFINITION: Under direction, investigates claims for damages against the City.

DISTINGUISHING CHARACTERISTICS:

Grade Level I - Performs routine, entry-level investigative work.

Grade Level II - Performs the more difficult professional investigative work.

Grade Level III - Independently performs highly complex and detailed professional investigative work.

EXAMPLES OF DUTIES:

• Locates and interviews plaintiffs and witnesses to gather facts relating to claims and litigation against the City;
• Observes conditions to verify facts relating to claims and litigation;
• Examines business, personal or public records and documents to establish facts;
• Prepares correspondence and reports of investigations for use by legal authorities;
• May testify in court concerning findings of investigation;
• Performs other related duties as required.

MINIMUM REQUIREMENTS:

Four year of recent experience as an investigator for either a public or private agency. Skills to effectively communicate both orally and in writing.

Directly related training or education at an institution of higher learning may be substituted for the required experience on a year-for-year basis.

A valid California vehicle operator license.

HISTORY:

Approval/Adoption Dates: 06/18/81