



Code: 1682

Family: Legal and Regulatory

Service: Administrative

Group: Statistical, Technical, and Analytical

Series: Real Estate and Legal

CLASS TITLE: SENIOR LEGAL INVESTIGATOR

CHARACTERISTICS OF THE CLASS

Under general supervision, performs investigative work in the Law Department involving lawsuits filed against the City, and performs related duties as required

ESSENTIAL DUTIES

- Conducts field investigations to obtain factual information for tort cases involving personal and property damage lawsuits
- Locates and interviews witnesses and victims with possible information relative to lawsuits in order to determine and record their formal statements to be used in the City's defense
- Investigates accident sites, gathers physical evidence, and conducts covert surveillance to gather information to provide support for investigative results
- Utilizes photographic, video, and electronic equipment to document investigative findings
- Contacts and confers with representatives from City departments and governmental agencies to request records and files
- Prepares narrative summaries and other reports documenting completed investigations
- Testifies in court regarding investigative findings
- Trains, orientates, and oversees the work of new investigative staff on compliance and investigative practices and procedures
- Performs background checks on involved parties
- Serves witnesses with subpoenas
- Maintains case records and related documents

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Criminal Justice or a related field, plus two years of legal investigation experience; or an equivalent combination of education, training and experience

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required
- Must have the permanent use of an automobile that is properly insured, including a clause specifically insuring the City of Chicago from accident liability

WORKING CONDITIONS

- General office environment
- Exposure to outdoor weather conditions

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)
- Two-way radio
- Photographic and video equipment
- Electronic surveillance equipment

PHYSICAL REQUIREMENTS

- Ability to walk for extended periods of time
- Ability to operate photographic, video and electronic equipment

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Moderate knowledge of:

- the legal system and the principles and practices of applicable areas of the law
- federal and state laws, regulations, and guidelines regarding evidence
- *servicing subpoenas
- *investigation and inspection methods, techniques, practices, and procedures
- evidence collection and analysis equipment, methods, and procedures

Some knowledge of:

- courtroom procedures and legal terminology
- report preparation methods, practices, and procedures
- geographical locations in the City

Knowledge of applicable City and department policies, procedures, rules and regulations

Skills

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand

- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
 - DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
 - ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
 - ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources

Date: April, 2011