CLASS TITLE: ASSISTANT DIRECTOR OF LEGAL INVESTIGATIONS (INSPECTOR GENERAL)

CHARACTERISTICS OF THE CLASS
Under general supervision, assists in managing investigative staff and the operations of the Investigative Division in the city’s Office of the Inspector General, and performs related duties as required

ESSENTIAL DUTIES
- Oversees and coordinates the work of staff engaged in interviewing witnesses and victims to obtain factual information for investigations being performed by the office
- Participates in the development and communicates work standards, policies and procedures for conducting investigations
- Monitors case reviews prepared by investigative staff to ensure timeliness and compliance with internal quality control measures
- Assists in reviewing narrative summaries and reports prepared by staff to ensure clarity, accuracy and prioritization protocol
- Conducts and facilitates staff training on investigative practices and procedures, reporting methods and office policies
- Advises investigators on interviewing skills and investigative tactics, techniques and procedures
- Serves as a liaison to city departments and other governmental agencies regarding pending investigations
- Prepares management reports on the status of investigations and various team activities
- Testifies in court regarding investigative findings, as required

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 a directly related field related to the responsibilities of the position, plus five years of work experience in the performance of fact finding analysis, investigative research or reporting work, of which one year is in a supervisory role related to the responsibilities of the position, or an equivalent combination of education, training and experience

Licensure, Certification, or Other Qualifications
- None

WORKING CONDITIONS
- General office environment

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, modems)
PHYSICAL REQUIREMENTS

• No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Moderate knowledge of:
• applicable City policies, procedures, rules, regulations and ordinances
• federal and state laws, regulations and guidelines regarding admissible evidence
• *investigation methods, techniques, practices, and procedures
• *evidence collection and analysis equipment, methods, practices, and procedures
• *supervisory methods, practices and procedures

Some knowledge of:
• *courtroom procedures and legal terminology
• *report preparation methods, practices, and procedures

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

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
• *MANAGEMENT OF PERSONNEL RESOURCES – Motivate, develop and direct people as they work and identify the best people for the job
• *TIME MANAGEMENT – Manage one’s own time or the time of others
• *INSTRUCTING – Teach others how to do something
• *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
• RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
• MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
• 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
• LEADERSHIP – Demonstrate willingness to lead, take charge and offer opinions and direction
• DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
• ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
• INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
• ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

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: June, 2011