CLASS TITLE: DIRECTOR OF LEGAL INVESTIGATIONS

CHARACTERISTICS OF THE CLASS

Under direction, manages and directs investigative staff and the operations of the Investigations Division in the city’s Law Department, and performs related duties as required.

ESSENTIAL DUTIES

- Directs staff engaged in conducting investigations and interviewing witnesses and victims to obtain factual information for lawsuits filed against the city.
- Monitors legal investigations involving locating and preserving evidence for tort cases including personal injury and property damage claims.
- Establishes and implements work standards, policies and procedures for conducting legal investigations.
- Prepares work schedules and staff assignments, and determines work priorities.
- Monitors case assignments to ensure investigations are timely and comply with established quality control standards.
- Reviews narrative summaries and reports prepared by staff to ensure compliance with established investigative procedures and standards.
- Coordinates and conducts staff training on investigative practices and procedures, reporting methods and departmental policies.
- Advises investigators on interviewing problem witnesses, effective investigative methods and useful information sources.
- Serves as a liaison to city departments and other governmental agencies regarding departmental investigations.
- Directs staff engaged in serving subpoenas and summonses for the Law Department.
- Prepares management reports on the status of investigations and unit activities.
- Testifies in court regarding investigative findings as needed.
- Participates in investigations as needed.

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 directly related field, plus five years of legal investigation experience of which two years are 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

- 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, modems)
- Two-way radio
- Photographic and video equipment
- Electronic surveillance equipment

PHYSICAL REQUIREMENTS

- Ability to walk for extended periods of time

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Considerable knowledge of:

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

Moderate 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, 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
- *COORDINATION WITH OTHERS - Adjust actions in relation to others’ actions
- *PERSUASION - Persuade others to change their minds or behavior
• *SOCIAL PERCEPTIVENESS - Demonstrate awareness of others’ reactions and understand why they react as they do
• *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abbilities

• 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
• COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
• STRESS TOLERANCE - Accept criticism and deal calmly and effectively with high stress situations
• 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.