



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: LEGAL INVESTIGATOR

BARGAINING UNIT: [CIV MANAGEMENT](#) CODE NUMBER: 0810

PAY RANGE CODE: [20.2 MC](#) REVISION DATE: 5/25/17

NATURE OF WORK:

This is investigative and legal inquiry work involving internal, criminal prosecution, and liability investigations assigned on a case-by-case basis. Work involves interviewing witnesses, investigating claims, reviewing reports, and testifying in court. The incumbent in this classification exercises independent discretion in the development of investigations, makes preliminary determinations as to the validity of claims, and is responsible for considerable public relations on a continuous basis. Work is performed with considerable independence; however, general supervision is received from the City Attorney.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Identifies and interviews witnesses involved in civil or criminal cases or claims involving the City, gathers complete data, and arranges for witnesses to testify in court.

Investigates the circumstances leading up to claims against the City for personal injury or damages, reconstructs the scene of the accident or incident, and identifies the most effective direction to take during the investigation.

Obtains, assembles, and reviews reports and data from various sources for use in internal, criminal prosecution, and liability investigations.

Takes photographs, prepares drawings, and takes samples, measurements, etc., in the collection of facts and evidence.

Serves subpoenas and court notices; testifies in court as a witness.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Knowledge of investigative techniques, court procedures, and the basic rules of evidence.

Knowledge of the organization and nature of the functions of municipal government.

Knowledge of criminal and civil law and related legal reference materials.

Knowledge of the operation and use of cameras, tape recorders, and other equipment applied to investigative work.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to make decisions, recognizing precedents and practices.

Ability to prepare clear, concise, and accurate reports.

Ability to understand written or oral instructions.

Ability to communicate in order to interview witnesses and testify in court.

Ability to establish and maintain effective working relationships with fellow employees and the general public.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to stand and walk 76 to 100% of the time; crouch and sit 51 to 75% of the time; bend, stoop, squat, kneel, push, and pull 26 to 50% of the time; and to climb, reach, and balance up to 25% of the time.

Ability to move objects weighing up to ten (10) pounds 0 to 33% of the time.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Bachelor's degree

AND

Two (2) years of experience in criminal, civil, or claims investigation work

OR

High school graduation or its equivalent

AND

Five (5) years of experience in criminal, civil, or claims investigation work.

SPECIAL QUALIFICATIONS

Must be able to transport oneself or coordinate transportation to sites throughout the city during the course of the work day.

Law enforcement background preferred.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed primarily in an office setting amid normal conditions of dust, odors, fumes, and noise; however, at times an incumbent in this classification is required to work outdoors in all weather conditions.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Telephone
Facsimile Machine
Computer

Copier
Camera
Dictation Equipment

Printer
Measuring Equipment
Scanner

Previous Revision Date(s): 12/3/96
10/25/12