



INVESTIGATOR SUPERVISOR

Office: Chief Trial Counsel
Status: Exempt – General Unit
Grade: 10

ORGANIZATIONAL RELATIONSHIPS

Reports to: Assistant Chief Trial Counsel
Supervises: Investigator I & II

DEFINITION

The Investigator Supervisor (IS) materially assists the Office of the Chief Trial Counsel (OCTC) Executive Staff in the management of personnel, policies, procedures, and programs; facilitates the development of operational guidelines for new programs and oversees budgetary and human resource compliance in OCTC pertaining to the investigation of complaints of attorney misconduct made by the general public, courts, and other parties. The IS, in addition, oversees Investigator I's and II's in their determinations of what evidence is needed to support the allegations under investigation, collecting relevant evidence, researching case and statutory law and effectively interviewing witnesses to determine the appropriate course of action.

MAJOR DUTIES & RESPONSIBILITIES

1. The IS is responsible for assuring the activities of the staff Investigators are completed in accordance to the procedures and policies of OCTC and State Bar.
2. The IS assists in the development and monitoring of the personnel, policies, procedures, pertaining to the investigation of complaints of attorney misconduct made by the general public, courts and other parties, addresses variances and makes recommendations for correction.
3. The IS, at the direction of the Executive Staff, acts as the liaison to and maintains effective working relationships with employees of other State Bar offices, courts, the Board of Trustees, State Bar members, federal, state, and local law enforcement agencies, and the general public, as assigned.
4. The IS identifies areas for development of substantive and programmatic resources relevant to OCTC and assists in the effective supervision of resources.
5. The IS assesses workloads and assigns employees to ensure the timely and proper level of support for ongoing activities.
6. The IS, in conjunction with Executive Staff, effectively makes recommendations and assists with the selection, training, direction, evaluation discipline of staff, establishing and monitoring standards of performance.

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7. The IS may serve on committees and organization-wide task forces and represents OCTC throughout the State Bar.
8. The IS evaluates the use of investigative procedures and systems and researches and makes recommendations for more efficient and cost effective procedures and systems.
9. The IS directly supervises Investigators and assists in the review of complaints filed and in determining the appropriate course of action; in locating and interviewing the complaining witnesses, respondents and other relevant parties; explaining the functions and limitations of the discipline system; in gathering evidence, ordering court files, obtaining insurance files, and issuing subpoenas for bank and other business records.
10. The IS directly supervises Investigators and assists in the review and analysis of evidence in determining if there is evidence to support a charged violation of the State Bar Act, the Rules of Professional Conduct, or other relevant authorities and makes recommendations for further action.
11. The IS supervises Investigators and assists in arranging the appearance of witnesses to present testimony.
12. The IS may appear as a witness in administrative, civil, or criminal proceedings.
13. The IS may perform a number of other similar or related duties which may not be specifically included within this position description, but which are consistent with the general level of the job and the responsibilities described.

KNOWLEDGE & SKILLS

1. Rules of evidence and conduct of proceedings in trial and appellate courts in California.
2. Techniques and methods of advanced investigation.
3. Principles of identification, preservation, and presentation of evidence.
4. Sources of information and methods used in locating persons.
5. Principles of effective work supervision and strong case/time management
6. Principles of preparation of reports, memos, and presentations
7. Advanced witness interviewing techniques
8. Problem identification, analysis, and evaluation.
9. Computer information systems including personal computer applications, spreadsheet programs, and word processing.
10. Principles of effective writing and verbal presentation.
11. The basic rules of vocabulary, grammar, spelling, and punctuation as specified in Webster's New Collegiate Dictionary.
12. Business math for completing non-technical calculations such as addition, subtraction, multiplication, and division.
13. Principles of office management, budgeting, administration, and supervision.
14. Principles of coordination and operation of programs.
15. Within the introductory period, obtain a working knowledge of the State Bar Offices and their functions and a general knowledge of other agencies and their interface with the State Bar.
16. Personnel selection and supervisory principles, practices, and procedures.

ESSENTIAL ELEMENTS / ABILITY TO

1. Make fine visual distinctions upon proofreading written documents and viewing information on a computer screen.
2. Possess visual capability and digital dexterity to operate a computer and other standard office equipment.

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3. Obtain and present material in oral and/or written form.
4. Review and analyze complex written documents.
5. Communicate clearly and effectively in person and in writing.
6. Communicate by telephone.
7. Travel by air, drive an automobile.
8. Deal effectively with persons of diverse behavior and temperament, to gain insight into their motivations and credibility.
9. Testify in court.

MINIMUM QUALIFICATIONS

1. Bachelor degree in a field that develops skills related to investigation and
2. Minimum five (5) years of experience in an investigative position.
3. Minimum two (2) years supervisory experience, which may be included in #2 above.
4. Must be bondable, have valid California driver's license, and immediate, unlimited access to an automobile.
5. Proof of automobile insurance coverage will be required at the time of employment.
6. Successful completion of the State Bar validated standard tests for the position.
7. Accomplished computer keyboarding skills.

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