



INVESTIGATOR I

Office: Chief Trial Counsel
Status: Non-Exempt – General Unit
Grade: 8

ORGANIZATIONAL RELATIONSHIPS

Reports to: Investigator Supervisor
Supervises: None

DEFINITION

The Investigator I (INV I), under direct supervision, investigates complaints of attorney misconduct made by the general public, courts and other parties. In addition, under direct supervision, the INV I determines what evidence is needed to support the allegations, collects evidence, researches case and statutory law and interviews witnesses to determine the appropriate course of action. The distinguishing feature of this position, as contrasted to the Investigator II position, is that this position works under more direct supervision and works on less complex and complicated matters.

MAJOR DUTIES & RESPONSIBILITIES

1. The INV I, under direct supervision, reviews complaints filed and makes a determinations as to the appropriate course of action.
2. The INV I assists in locating and interviewing the complaining witnesses, respondents and other relevant parties, explaining the functions and limitations of the discipline system.
3. The INV I assists in gathering evidence, ordering court files, obtaining insurance files and issuing subpoenas for bank and other business records.
4. The INV I, under direct supervision, reviews and analyzes the evidence and assists in determining if there is evidence of violation of the State Bar Act and/or Rules of Professional Conduct or instance of unauthorized practice of law and assists in making recommendations for further action.
5. The INV I arranges for the appearance of witnesses to present testimony and may appear as a witness in administrative, civil or criminal proceedings.
6. The INV I assists in interacting and cooperating with federal, state and local law enforcement agencies.
7. The INV I 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.

INVESTIGATOR I

Page 2

KNOWLEDGE & SKILLS

1. Rules of evidence and conduct of proceedings in trial and appellate courts in California.
2. Techniques and methods of investigation.
3. Principles of identification, preservation and presentation of evidence.
4. Sources of information and methods used in locating persons.
5. Problem identification, analysis and evaluation.
6. Computer information systems including personal computer applications, spreadsheet programs and work processing.
7. Principles of effective writing and verbal presentation.
8. The basic rules of vocabulary, grammar, spelling and punctuation as specified in Webster's New Collegiate Dictionary.
9. Business math for completing non-technical calculations such as addition, subtraction, multiplication and division.

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.
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 and automobile.
8. Deal effectively with persons of diverse behavior and temperament, to gain insight into their motivations credibility.
9. Drive an automobile.

MINIMUM QUALIFICATIONS

1. Bachelor degree, or equivalent work experience in a field that develops the skills required for the functions and responsibilities of the position, and
2. Minimum two (2) years of experience in a position requiring extensive writing research and analysis, preferably in an investigative environment.
3. Must be bondable, have valid California driver's license, and immediate, unlimited access to an automobile.
4. Proof of automobile insurance coverage will be required at the time of employment.
5. Successful completion of the State Bar validated standard tests for the position.
6. Accomplished computer keyboarding skills.

Revised October 2012