



CHIEF INVESTIGATOR

MINIMUM QUALIFICATIONS: Graduation from an accredited college or university with a bachelor's degree in Criminal Justice or a directly related field, supplemented by five years of progressively responsible legal investigation experience or an equivalent combination of training and experience. Valid driver's license.

DUTIES:

- Under direction, the Chief Investigator supervises assigned investigators and Complaint Intake Specialists in the Office of Inspector General.
- Directs staff engaged in conducting investigations regarding allegations of criminal and administrative violations by City employees and those doing business with the City.
- Oversees investigations performed by investigative team.
- Reviews, edits and approves investigative reports, requests and memoranda.
- Evaluates complaints and makes recommendations for their disposition.
- Works with the Deputy Inspector General for Investigations to determine strategies and direction of investigative work.
- Prepares work schedules and staff assignments and determines work priorities.
- Monitors case assignments to ensure investigations are timely and reviews case files to ensure compliance with established quality control standards.
- Develops and implements work standards, policies and procedures for conducting investigations and conducts staff performance evaluations.
- Liaises with other investigative and prosecutorial agencies as needed.
- Coordinates and conducts staff training on investigative practices and procedures.
- Advises Investigators on interviewing problem witnesses, effective investigative methods and testifying as a witness.
- Prepares management reports on the status of investigations and section activities.
- Participates in preparing final investigative reports upon completion of investigations.
- Performs specialized research or projects as needed.

ANNUAL SALARY: Commensurate with experience up to \$104,712