POSITION ANNOUNCEMENT

INVESTIGATOR I

FAMILY VIOLENCE OPERATIONS

CRIMINAL & SPECIAL LITIGATION BRANCH

SALARY RANGE: $57,774 - $84,480

POSITION: Investigator in the Family Violence Unit in the Criminal & Special Litigation Branch.

SECTION: The Family Violence Unit ("FVU") is responsible for the City-wide prosecution of priority spousal abuse cases, and all child abuse and elder abuse cases handled by our Office. Vertical prosecution entails the handling of each case from filing through trial or other disposition. The FVU is located at 201 North Figueroa Street, Suite 1300, Los Angeles, California 90012.

DUTIES AND RESPONSIBILITIES: The Investigator will assist other FVU investigators and prosecutors in the gathering and preparation of evidence for trial by locating and subpoenaing witnesses, conducting interviews, taking photographs of the scene and of witnesses, obtaining medical and court records, and working with the Los Angeles Police Department in obtaining communications recordings, and Technical Investigation Division (TID) photographs. Duties also include performing other investigatory tasks consistent with the implementation of City Attorney domestic violence policies and as directed by FVU prosecutors.

REQUIREMENTS: This position requires individuals who are resourceful, self-motivated, disciplined and capable of exercising sound independent judgment. The applicant must have excellent organizational skills and the ability to work cooperatively with others in the office and with personnel from the City's numerous departments, as well as other public agencies; Excellent communication, writing and analytical skills.
Applicants must have a valid Driver License and must be proficient in the operation of personal computer equipment.

This position requires the Investigator to work Monday through Friday, and occasionally on weekends. Applicants must be able to work a flexible work schedule. The duties will often require night time service of subpoenas. Reliable attendance, punctuality, and the ability to work with a variety of people is essential.

DESIREDE QUALIFICATIONS: Experience as a law-enforcement officer and/or in locating and interviewing witnesses of crime is desired.

Applicants should also be experienced and proficient in running various databases, including CCHRS, NECS, TCIS, and Lexis/Nexis.

PROBATION: Appointment to this exempt position (non Civil-Service) will be subject to a one (1) Year probationary period as required by Section 1050 of the City Charter. Successful completion of the one (1) year probationary period will result in tenure with the office.

APPLICATION AND DEADLINE: Applicants interested in applying should submit One (1) PDF file including their resume and cover letter indicating INVESTIGATOR I - FAMILY VIOLENCE, via email to: ATTY.RECRUIT@LACITY.ORG by 11:59 PM TUESDAY, JULY 21, 2020.

If you have already applied for this position there is no need to re-submit your application.

Resumes will be reviewed and selected applicants will be invited to interview.

CONFLICT OF INTEREST: This position is designated Category 13A on Schedule B of the Conflict of Interest Code.

AS A COVERED ENTITY UNDER TITLE II OF THE AMERICANS WITH DISABILITIES ACT, THE CITY OF LOS ANGELES DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY AND, UPON REQUEST, WILL PROVIDE REASONABLE ACCOMMODATION TO ENSURE EQUAL ACCESS TO ITS PROGRAMS, SERVICES AND ACTIVITIES. TO REQUEST A REASONABLE ACCOMMODATION, PLEASE CALL (213) 978-7160.