CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 606.1

Job Title: **LEGAL INVESTIGATOR**

Pay Grade: 18

GENERAL SUMMARY:

Investigates civil claims and lawsuits and assists in the preparation of trial litigation for city attorneys.

RESPONSIBILITIES:

- Makes field investigations of civil claims and lawsuits involving cases against the City of Houston. Evaluates and reports investigative findings.
- Locates and identifies witnesses, obtains statements and/or answers to interrogatories and prepares subpoenas for trial attendance or taking of depositions.
- Takes photographs and measurements of accidents on scene, prepares sketches of physical surroundings and performs surveillance in the evidence development process.
- Responds to correspondence and inquiries from claimants, witnesses, attorneys and others.
- Performs other investigative related work as assigned.

SPECIFICATIONS:

KNOWLEDGE:
An Associate's degree is required.

EXPERIENCE:
Two years of experience in investigative techniques are required.

SUBSTITUTION:
Additional two years of investigative work or related experience may substitute for the education requirement.

COMPLEXITY:
Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

IMPACT OF ACTIONS:
Errors in work cause some expense and inconvenience. Work is typically performed under moderate to limited supervision with standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult questions.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:
No direct report employees.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with the clerical and technical staffs and occasionally with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:
Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

PHYSICAL EFFORT:
The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:
There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:
Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:
All duties and responsibilities may not be included in the above job description.

JOB FAMILY:
Legal Investigator

Effective: October 1990
Revised: September 1993
Revised: March 2025