



City of Kansas City, Missouri Job Class Specification

Job Title: LEGAL INVESTIGATOR

Department: MULTI

Job Code: 1610

Status: NONEXEMPT

Grade: NE-5

Summary

This is specialized investigative work preparatory to the presentation of court cases or other city action.

Work involves responsibility for conducting investigations of civil and other matters on behalf of the City. The employee works with considerable independence in determining methods of investigation once an assignment is received. Assignments are received orally or in writing from an administrative superior and reports are usually made in writing to the person authorizing the investigation. Work also involves handling claims arising from all areas of the City and its activities. Requires obtaining facts, analyzing City's liability exposure, after consultation with attorneys, and applying communication skills in the course of negotiations.

Duties and Responsibilities

- Prepares investigative reports based upon information obtained during investigations; submits reports to superior.
- Takes sworn statements; interrogates witnesses and suspects; performs background investigations or other investigations to ensure compliance with city rules and regulations; acts as liaison between assigning office and police department in special cases.
- Investigates claims involving accidents between private vehicles and city owned vehicles; takes pictures, secures witnesses, takes statements from witnesses; writes letters in case of such accidents, conducts surveillance.
- Investigates violations of city ordinance, enforces city ordinances, prepares cases for court, issues general ordinance summons, and testifies in court.
- Assists in the preparation of law suits; brings in witnesses; serves subpoenas; collects claims on city owned vehicles when city was not at fault.
- Answers questions from the public regarding the involvement of city vehicles in accidents with private vehicles; reports any dangerous sidewalks, curbing, or streets to proper department.
- Maintains communication with claimants until closure is attained through negotiated settlement or denial of claim.
- Performs related duties as required.

Technical Skills	<p>Considerable knowledge of:</p> <p>State, Federal, and local liability laws. Techniques, methods, and processes used in acquiring information and evidence. Current principles and practices associated with claims investigations, adjustments and related practices.</p> <p>Some knowledge of:</p> <p>Criminal and civil court procedures and practices. Personal computers and applicable software.</p> <p>Skill in:</p> <p>The use of a variety of camera or recording equipment.</p>
Education and Experience	<p>Accredited Bachelor's degree with major coursework in public administration, business administration, criminal justice, liberal arts or one of the social sciences and one (1) year experience in legal field, or criminal, civil, or claims investigation work, or legal research, data gathering, and/or case management.</p>
Certificates/ Licenses/Special Requirements	<p style="text-align: center;">OR</p> <p>An equivalent combination of education and experience.</p> <ul style="list-style-type: none"> ▪ Must pass a physical examination as prescribed by the City. ▪ Will be required to pass a preemployment drug screen. ▪ Must pass a background check as prescribed by the City ▪ Must possess a valid State –issued driver's license in accordance with the City of KCMO policies.
Supervisory Responsibility	None
Supervision Received	Work is performed under general supervision.
Created Revised	<p>Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.</p> <p>4/73, 2/97, 5/97, 6/07, 6/08,8/2022 , 01/2024</p>