



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: INVESTIGATOR I - III

DEFINITION: Under direction, investigates claims for damages against the City.

DISTINGUISHING CHARACTERISTICS:

Grade Level I - Performs routine, entry-level investigative work.

Grade Level II - Performs the more difficult professional investigative work.

Grade Level III - Independently performs highly complex and detailed professional investigative work.

EXAMPLES OF DUTIES:

- Locates and interviews plaintiffs and witnesses to gather facts relating to claims and litigation against the City;
- Observes conditions to verify facts relating to claims and litigation;
- Examines business, personal or public records and documents to establish facts;
- Prepares correspondence and reports of investigations for use by legal authorities;
- May testify in court concerning findings of investigation;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

Four year of recent experience as an investigator for either a public or private agency.
Skills to effectively communicate both orally and in writing.

Directly related training or education at a institution of higher learning may be substituted for the required experience on a year-for-year basis.

A valid California vehicle operator license.

HISTORY:

Approval/Adoption Dates: 06/18/81