

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Legal Investigator</u>
Sch & Grade	<u>PAT-7</u>
Class Code	<u>EC05</u>
FLSA Status	<u>Non-exempt</u>
Bargain Unit Elig.	<u>Not eligible</u>
Occupational Group	<u>Legal</u>

PRIMARY PURPOSE:

Performs responsible legal support duties for City of Springfield attorneys. Performs primary investigations on claims against the city and assists in resolving and disposing of such claims. Acts as a paralegal in preparation of a wide variety of legal documents and provides litigation as well as other legal support.

SUPERVISION:

Works independently as a paralegal under general supervision of an attorney.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Conducts investigations as directed to gather information regarding claims against the City and makes necessary recommendations and resolves within established authority.
2. Determines proper investigation methods based on circumstances of incidents.
3. Prepares and reviews legal documents such as contracts.
4. Reviews and analyzes accident reports and claim information and makes recommendation for appropriate action with respect to payment. May exercise independent authority to settle or deny claims within parameters established by supervising attorney. Administers implementation of settlements reached, including coordination with the claimant, insurer and/or attorney and City staff.
5. Assists and supports Department attorneys and City staff in handling scheduling and logistical details in connection with routine and non-routine land transactions and other contractual activities, including but not limited to preparing drafts of documents for review and finalizing by attorneys, coordinating matters in connection with closings, such as obtaining title information, pre-closing inspections and assessments, funds transfer matters and other matters.
6. Serves as the City's agent in closings and may exercise discretion within terms of transaction and completing the closing obligations.
7. Reads, comprehends, and interprets a large volume of information including legal documents, reports, analyses, ordinances, etc.
8. Prepares and presents written reports including drawing conclusions, making appropriate mathematical computations, etc. as required.
9. Utilizes computer software applications such as word processing, database, spreadsheet, etc.
10. Utilizes equipment necessary to perform job duties such as a computer, camera, tape recorder, etc.
11. Keeps city codes and charter up to date.
12. Travels to off-site locations to conduct investigations, closings and other legal matters handled off-site.
13. Testifies in court as required.
14. Completes special projects as assigned.

IMPORTANT FUNCTIONS:

1. Maintains investigation files.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Investigation techniques, legal formats and terminology, and a general understanding of judicial processes; basic math skills. Real estate and claims handling knowledge is desirable.

Abilities

Work independently and responsibly; read, analyze, comprehend, and interpret a large volume of legal and other information; follow oral and written instructions; make responsible decisions and recommendations; communicate effectively both verbally and in writing; prepare accurate written and verbal reports; effectively welcome and embrace differences among employees and citizens; work effectively as a member of a team in carrying out the city's stated mission and philosophy; present an overall professional image; deal effectively and courteously with associates and the general public; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Graduation from a recognized college or university with a Bachelor's Degree in legal studies plus one year of related experience; or an Associate's Degree in paralegal studies plus three years of directly related experience. Directly related experience may be substituted for the education requirement on a year-for-year basis.

Physical Requirements

Performs bending, squatting, climbing, sorting, kneeling, and reaching from ground level to overhead; lifts, carries, pushes and pulls up to 50 pounds; holds and grips objects; must possess ability necessary to operate a computer keyboard; must be able to observe a variety of people, places, situations, and information for investigative purposes.

Working Environment

Works both indoors in a general office environment and outdoors with possible exposure to extreme weather conditions due to investigative and research assignments out of the office; may be subjected to other risks associated with investigative work.

Licensing/Certification

Must possess a valid Missouri Motor Vehicle Operator's License.

Miscellaneous Requirements

Must be able to provide own transportation during assigned working hours to conduct investigations, gather research, etc.; occasionally may be required to work evenings or weekends.

Last Revision:	February 13, 2012	GENERAL ORDINANCE NO. 5252
Comments:	Updated Abilities	Date: March 24, 2003

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ Date: _____