



## **Legal Investigator #01600**

City of Virginia Beach – Job Description

Date of Last Revision: 07-01-2023

**FLSA Status:** Non-Exempt

**Pay Plan:** General

**Grade:** 28

### **City of Virginia Beach Organizational Mission & Values**

The City of Virginia Beach exists to enhance the economic, educational, social and physical quality of the community and provide sustainable municipal services which are valued by its citizens. The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These Values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

### **Class Summary**

Assist attorneys in post-arrest investigation and preparation of criminal cases for trial; and conduct special investigations as assigned by the Commonwealth's Attorney or Chief Deputy Commonwealth's Attorney.

### **Representative Work Functions and Responsibilities**

Provide assistance of an investigative nature to staff prosecutors such as the interview of alibi witnesses, location and securing of documentary evidence and location and interview of potential Commonwealth witnesses in order to assist prosecuting attorneys in the prosecution of cases.

Conduct special investigations as assigned by Commonwealth's Attorney or Chief Deputy Commonwealth's Attorney in areas such as Virginia Comprehensive Conflict of Interest Act violations, public corruption allegations and use of deadly force by or against a police officer.

Act as liaison with regional, state, and federal law enforcement agencies.

Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.

### **Performance Standards**

With minimal supervision, effectively assist trial prosecutors in securing needed witnesses, documents and other evidence necessary to the trial of a criminal case including witness interviews, witness location, securing search warrants and other legal process, securing records and their authentication, as well as providing testimony in court when required; and exercise discretion and effectively act as primary investigator on cases assigned by the Commonwealth's Attorney or Chief Deputy Commonwealth's Attorney where it is not appropriate for the investigation to be conducted by the Virginia Beach Police Department, such as alleged violations of the Virginia Comprehensive Conflict of Interest Act, allegations of corruption by a public employee or official, use of deadly force by or against a police officer.

### **Minimum Qualifications**

High school or GED plus ten (10) years' experience in fields providing the required knowledge, skills, and abilities, such as criminal justice, law enforcement or related field.

**Special Requirements**

All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

This position may require that incumbents wear and maintain appropriate personal protective equipment such as, but not limited to, steel toed shoes, safety glasses, gloves, or other designated safety attire and equipment in designated areas of risk. Specific requirements will be determined and communicated by the employee's supervisor based on position assigned.

**Knowledge-Skills-Abilities Required to Perform Satisfactorily**

**A. Knowledge**

1. Knowledge of Virginia Criminal Code, including the elements of each crime.
2. Knowledge of the Rules of Evidence.
3. Knowledge of the Constitutional procedures governing arrests, interrogations and search and seizure.
4. Knowledge of the roles and responsibilities of all agencies making up the Criminal Justice System.
5. Knowledge of the application of Forensic Scientific Disciplines to an investigation.

**B. Skills**

1. Skill in interview and interrogation techniques.
2. Skill in locating missing witnesses.
3. Skill in conducting investigations involving police personnel or other public employees or officials.
4. Skill in reviewing investigations of any type of crime regardless of the complexity, e.g., murder, embezzlement, computer fraud, narcotics.
5. Skill in the management of a crime scene with proper regard to the chain of custody and preservation of all evidence.
6. Skill in writing thorough reports and summaries of investigations complete with recommendations.

**C. Abilities**

1. Ability to testify in court.
2. Ability to conduct an investigation of a sensitive nature and maintain confidentiality.
3. Ability to communicate effectively both orally and in writing.
4. Ability to deal with the public respectfully in investigative matters.

**Working Conditions**

Working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level both internally and externally with all posted open positions.

*NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.*

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.