



THE STATE BAR OF CALIFORNIA

OFFICE OF HUMAN RESOURCES

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INVESTIGATOR II

Office: Chief Trial Counsel
Status: Non-Exempt – General Unit
Grade: 9

ORGANIZATIONAL RELATIONSHIPS

Reports to: Investigator Supervisor
Supervises: None

DEFINITION

The Investigator II (INV II) investigates complaints of attorney misconduct made by the general public, courts and other parties. In addition the INV II determines what evidence is needed to support the allegations, collects evidence, researches case and statutory law and interviews witnesses to determine the appropriate course of action. The INV II may also supervise and train the Investigator I.

MAJOR DUTIES & RESPONSIBILITIES

1. The INV II is responsible for reviewing complaints filed and makes a determination as to the appropriate course of action.
2. The INV II locates and interviews the complaining witnesses, respondents and other relevant parties, explaining the functions and limitations of the discipline system.
3. The INV II is responsible for gathering evidence, ordering court files, obtaining insurance files and issuing subpoenas for bank and other business records.
4. The INV II reviews and analyzes the evidence and determines if there is evidence of violation of the State Bar Act and/or Rules of Professional Conduct or instance of unauthorized practice of law and makes recommendations for further action.
5. The INV II arranges for the appearance of witnesses to present testimony and may appear as a witness in administrative, civil or criminal proceedings.
6. The INV II is responsible for interacting and cooperating with federal, state and local law enforcement agencies.
7. The INV II may, in conjunction with Executive Staff, direct, review and evaluate the work of subordinate staff, particularly the Investigator I.
8. The INV II may perform a number of other similar or related duties which may not be specifically included within this position description, but which are consistent with the general level of the job and the responsibilities described.

KNOWLEDGE & SKILLS

1. Rules of evidence and conduct of proceedings in trial and appellate courts in California.

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2. Techniques and methods of investigation.
3. Principles of identification, preservation and presentation of evidence.
4. Sources of information and methods used in locating persons.
5. Problem identification, analysis and evaluation.
6. Computer information systems including personal computer applications, spreadsheet programs and work processing.
7. Principles of effective writing and verbal presentation.
8. The basic rules of vocabulary, grammar, spelling and punctuation as specified in Webster's New Collegiate Dictionary.
9. Business math for completing non-technical calculations such as addition, subtraction, multiplication and division.

ESSENTIAL ELEMENTS / ABILITY TO

1. Make fine visual distinctions upon proofreading written documents and viewing information on a computer screen.
2. Possess visual capability and digital dexterity to operate a computer and other standard office equipment.
3. Obtain and present material in oral and/or written form.
4. Review and analyze complex written documents.
5. Communicate clearly and effectively in person and in writing.
6. Communicate by telephone.
7. Travel by air and automobile.
8. Deal effectively with persons of diverse behavior and temperament, to gain insight into their motivations credibility.
9. Drive an automobile.

MINIMUM QUALIFICATIONS

1. Bachelor degree in a field that develops skills related to investigation, or equivalent academic achievement, and
2. Minimum four (4) years of experience in an investigative position.
3. Must be bondable, have valid California driver's license, and immediate, unlimited access to an automobile.
4. Proof of automobile insurance coverage will be required at the time of employment.
5. Successful completion of the State Bar validated standard tests for the position.
6. Accomplished computer keyboarding skills.

Revised September 2012