



Work Environment      The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

REPORTS TO              District General Counsel

#### GENERAL RESPONSIBILITIES

1. Investigates complaints against employees and volunteers.
2. Assists the District General Counsel on legal matters.

#### SPECIFIC RESPONSIBILITIES

1. Conducts investigations of alleged employee misconduct as assigned.
2. Coordinates appointments, schedules and interviews for all investigations.
3. Compiles information regarding complaints and investigations and reports such information to the Director of Employee Investigations.
4. Conducts interviews with the affected parties for the purpose of gathering information regarding alleged incidents.
5. Prepares written documentation of investigatory findings and makes recommendations to the Director of Employee Investigations.
6. Maintains a variety of complex and confidential files and records (e.g. investigations, case files, legal documents, etc.)
7. Prepares a wide variety of written materials (e.g. state reports, legal documents, correspondence, etc.) for the purpose of documenting activities, providing written reference and/or conveying information in accordance with district, state and federal requirements.
8. Assists in the Legal Department as assigned by the District General Counsel.
9. Performs other duties as assigned.