

## JOB ANNOUNCEMENT

**Position:** Senior Investigator\*

### **Description**

The Los Angeles City Ethics Commission is responsible for administering and enforcing state and City laws relating to governmental ethics, campaign financing, and lobbying. The Ethics Commission seeks an impartial and knowledgeable professional to serve as a Senior Investigator in its enforcement division. A Senior Investigator plans and conducts confidential investigations regarding alleged violations of laws within the Ethics Commission's jurisdiction. Key duties include investigating complaints; conducting legal and factual research; overseeing the work of junior investigators; drafting and serving subpoenas; interviewing and interacting with witnesses, respondents, attorneys, and other agencies; analyzing evidence and documents; drafting settlement and enforcement documents; making recommendations regarding cases, policies, and procedures; and assisting with administrative hearings and commission presentations. Occasional field work may be required.

### **Qualifications**

The position demands a highly organized, analytical, and self-motivated individual, who demonstrates the following qualifications:

- Exceptional interviewing and interpersonal skills.
- Exceptional written and verbal communication skills.
- Exceptional judgment and discretion.
- Ability to maintain strict confidentiality.
- Ability to understand, interpret, analyze, and effectively communicate complex laws.
- Ability to successfully guide and supervise the work of junior investigators.
- Ability to conduct research, gather relevant evidence, and apply laws to facts.
- Ability to use a variety of software programs and electronic technology.
- Flexibility and an ability to successfully juggle competing priorities.
- Ability to work well under pressure and in a politically sensitive environment.
- Ability to work well both independently and as a member of a diverse team.

The successful candidate must forego personal involvement in any political or partisan activity.

### **Training and Experience**

A four-year degree from an accredited university with a major emphasis in writing skills, legal studies, criminal justice, public policy, or a related field is required. A legal or other graduate degree is highly desirable. Significant full-time, paid investigative experience may be substituted for the educational requirement.

### **Compensation**

The salary range is \$107,323 – \$156,871. New hires typically start at the beginning of the range, but an initial salary above the first step may be considered for candidates with significant relevant experience. In addition, the City offers a highly competitive benefits package, including health and disability insurance, vacation and sick leave, flexible work schedules, an independent retirement program, and a deferred compensation plan.

### **Application Process**

Email cover letter, résumé, and a recent writing sample that is no more than five pages long to [ethics.careers@lacity.org](mailto:ethics.careers@lacity.org). Applications must be submitted by September 6, 2024, but the application window may close at any time. For additional information, contact Deputy Executive Director Heather Holt at (213) 978-1960.

*\*This position is an exempt, at-will position. The incumbent will not accrue any civil service tenure, contractual employment rights, or due process rights. The incumbent may be removed by the hiring authority without any finding of cause.*