Office of Executive Inspector General
Chicago, Springfield or Regional Transit Board Division
Position Description
Investigator*

Posting Date: March 5, 2015
Posting Close Date: Open until position is filled
Salary Range: $3,333.50 to $5,833.50 Monthly

POSITION SUMMARY: Under direct supervision of the Supervising Investigator and/or the Deputy Inspector General and/or the Deputy Chief and under the direction of the Assistant Inspector General, serves as Investigator. The incumbent is responsible for conducting investigations under the auspices of the State Officials and Employees Ethics Act regarding complaints received by the Office of Executive Inspector General (OEIG) concerning allegations of misconduct, malfeasance, or violations of laws, rules, or regulations. Gathers, preserves, and analyzes evidence; obtains information via interviews and other methods; prepares investigative reports. This position involves working on assignments of an extremely sensitive and confidential nature associated with investigations and legal proceedings.

ESSENTIAL RESPONSIBILITIES:

1. Conducts interviews of State employees and other persons to gather, verify, and/or corroborate evidence.

2. Conducts stationary and mobile surveillance.

3. Collects, analyzes, and interprets information, documentation, and physical evidence.

4. Documents statements, observations, and evidentiary materials. Prepares case reports on all investigative action taken; ensures that reports are well-written, accurate, concise, thorough, and timely.

5. Maintains records of all information and material pertinent to pending investigations; identifies, labels, and stores evidence and ensures the security of all pertinent stored evidence and information gathered during the investigative process. Updates agency systems with investigative information.

6. Interacts with OEIG legal staff, with other agencies under the jurisdiction of the OEIG, with investigative entities within other agencies, with auditors, with the Illinois Office of Attorney General, and with various law enforcement agencies to ensure professional cooperation and coordinated investigative efforts. Testifies in administrative and criminal court proceedings as necessary.

7. Keeps current on agency and state policies, rules, regulations, and statutes.

ADDITIONAL RESPONSIBILITIES: Performs other duties as required or assigned that are reasonably within the scope of the duties enumerated above.

REPORTS TO: Supervising Investigator and/or Deputy Inspector General and/or Deputy Chief

***NOTE:** This position description also applies to the OEIG's Senior Investigator position title. With the exception of those persons who currently hold the position of Senior Investigator, the OEIG will no longer utilize the Senior Investigator position title.

SUBORDINATE POSITIONS: None

MINIMUM REQUIREMENTS:

- bachelor's degree in criminal justice, law enforcement, public or business administration, or a related area of study or demonstrated knowledge, skill, mental development, and equivalent experience to four years of college; or four years of professional investigative experience in law enforcement or a related field;
- knowledge of investigative techniques, practices, and concepts;
- ability to exercise independent judgment and make sound decisions effectively;
- ability to handle and resolve ambiguous situations and issues;
- knowledge of Illinois statutes, rules, and regulations concerning conflicts of interest and malfeasance;
- strong analytical, organizational, and problem solving skills;
- high personal ethical standards due to sensitive content of work materials;
- flexibility to work independently as well as in a team environment;
- valid driver's license and ability to travel in the course of work, including overnight travel;
- demonstrated knowledge of Microsoft Office Suite (Excel, Word, Outlook) and other applications; and
- ability to communicate clearly and concisely, orally and in writing, and the ability to interact professionally with others.

JOB STATUS: Full-time, FLSA non-exempt. This position is exempt from the State of Illinois Personnel Code.

PHYSICAL FACTORS: Duties are generally performed in an office setting and typically include:

- sitting for extended periods of time;
- using personal computer, photocopier, facsimile, telephone, and teleconference equipment;
- handling and transporting documents weighing up to 30 lbs.; and
- standing, reaching, and bending at the waist or bending of the legs.

LOCATION: The position is located in our Springfield office at 607 East Adams Street.

HOW TO APPLY:

(The OEIG is a non-code state agency)

Visit our website at www.inspectorgeneral.illinois.gov. Qualified applicants can apply online or download the OEIG application and submit the completed application, resume, and cover letter to the OEIG Division of Human Resources, 69 West Washington, Suite 3400, Chicago, IL 60602. Contact: Division of Human Resources – 312.814.1789.

The OEIG is an Equal Opportunity Employer and provides reasonable accommodation to applicants and employees with disabilities.

Rev. February 2015