Office of Executive Inspector General
Chicago
Position Description
Investigator*

Posting Date: September 1, 2016
Posting Close Date: September 19, 2016
Salary Range: $3,333.50 to $5,833.50 Monthly

POSITION SUMMARY: Under direct supervision of the Supervising Investigator, Deputy Inspector General and Chief, Deputy Inspector General, or Assistant Inspector General serves as Investigator. The incumbent is responsible for conducting investigations in compliance with applicable laws, rules, and policies. Gathers, preserves, and analyzes evidence; obtains information via interviews and other methods; prepares investigative reports. This position involves working within limits of authority on assignments of an extremely sensitive and confidential nature associated with investigations and legal proceedings.

ESSENTIAL RESPONSIBILITIES:

1. Interviews subjects, witnesses, and other parties 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; and ensures that reports are well-written, accurate, concise, thorough, and timely.

5. Maintains records of all information and material pertinent to open investigations; and 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 Office of Executive Inspector General (OEIG) legal staff and other agencies under the jurisdiction of the OEIG, investigative entities within other agencies, auditors, the Illinois Office of Attorney General, and various law enforcement agencies to ensure professional cooperation and 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 which are reasonably within the scope of the duties enumerated above.

REPORTS TO: Supervising Investigator and/or Deputy Inspector General

***NOTE:** This position description applies to all Investigator and Senior Investigator position titles, with the exception of the Special Investigator position. Ranking of Investigator positions is based on level of education, relevant work experience and seniority with the OEIG.

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 experience equivalent 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 content of work materials;
- flexibility to work independently as well as in a team environment;
- ability to travel, including overnight;
- 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 provisions of the State of Illinois Personnel Code.

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

- 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 Chicago office at 69 W. Washington 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.