

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

COMMERCE COMMISSION POLICE SERGEANT

POSITION CODE: 08457

Effective: 6-16-01

DISTINGUISHING FEATURES OF WORK:

Under direction, supervises a compliance team of Commerce Commission Police Officers and office personnel in an assigned district of the State; exercises powers of arrest with full enforcement authority; carries and is trained in the use of firearms; ensures proper enforcement of all applicable state and federal laws; assigns work, evaluates performance, motivates, rewards and disciplines subordinates; acts as district commander in the commander's absence; performs responsible staff work.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Supervises a compliance team of Commerce Commission Police Officers in the enforcement of the Illinois Commercial Transportation Law and related provisions of the Illinois Vehicle Code within one of seven districts in the State; assigns work, evaluates performance evaluations, motivates, rewards and disciplines subordinates.
2. Approves reports and other documents generated by police officers for accuracy and compliance with policy and procedures.
3. Confers with peers in other state and federal police agencies such as State Police, Division of Criminal Investigation, Secretary of State Police, County Sheriffs and municipal police agencies to ensure professional integrated law enforcement programs throughout the assigned district.
4. Represents the Commerce Commission at meetings; explains and interprets state and federal laws, administrative rules and policies to other police agencies and their administrators, governmental agencies, motor carrier organizations, the media and the general public.
5. Performs sworn field enforcement duties as required, including the enforcement of all applicable state and federal laws, writing warnings and citations, making arrests, testifying in court and performing duties normally performed by subordinate officers.
6. Receives complaints from other police agencies and the general public pertaining to alleged violations of motor carrier laws and administrative rules; assigns complaints for investigation and assures appropriate follow-up and disposition.

COMMERCE COMMISSION POLICE SERGEANT (Continued)

7. Monitors and reviews all pending commission prosecutions within assigned district and represents the Commerce Commission by explaining and interpreting division polices, state and federal commission laws and administrative rules; confers and consults with the County States Attorneys, U.S. District Attorneys or the Illinois Attorney General's Office in developing complex/technical detailed prosecutions of violators of state and federal laws and commission rules.
8. Performs periodic field inspections of programs, equipment and subordinate personnel; implements needed programmatic, professional and technical improvements at the direction of the district commander.
9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires a bachelor's degree with coursework in law enforcement, criminal justice, social sciences and related areas or requires four years training and experience as a law enforcement officer, motor carrier enforcement officer or commercial transportation investigator, or a combination of years of college and the above types of experience.

Requires successful completion of an approved police academy training program.

Requires an additional three years of experience as a Commerce Commission Police Officer or the above related experience or requires two years of management and supervisory experience in the law enforcement and commercial transportation investigative fields.

Knowledges, Skills and Abilities

Requires extensive knowledge of applicable state and federal laws and administrative rules.

Requires extensive knowledge of enforcement program and commission objectives, policies, programs and services as stated in the policy manual.

Requires extensive knowledge of verbal and written communication skills.

Requires working knowledge of supervisory techniques and practices.

Requires ability to represent the Commerce Commission at public speaking engagements and at meetings.

Requires ability to comprehend and solve on-site problems.

Requires ability to collect technical data and other statistics for inclusion in detailed management reports.

Requires ability to maintain and establish satisfactory working relationships with the general public, other law enforcement officers, civic organizations, and other Commerce Commission employees.

Requires possession and maintenance of an appropriate valid driver's license.