

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

ENVIRONMENTAL PROTECTION LEGAL INVESTIGATOR I

POSITION CODE: 13811

Effective: 5-16-74

DISTINGUISHING FEATURES OF WORK:

Under immediate supervision, performing beginning level of legal research and investigations concerning variance petitions, enforcement cases and permits; prepares simple memoranda on assigned projects; searches statutes reference files for specific information.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Researches and investigates the statutory ramifications of a petition for a variance, permits and performs preliminary research work on enforcement cases.
2. Secures and transmits supplemental information for amending complaints; prepares answers to debatable questions for review.
3. Studies and familiarizes self with the rules, statutes and regulations of an assigned project so as to propose a course of action.
4. Makes field investigations or contacts in gathering information for determining the sufficiency of evidence; obtains whenever necessary additional data or information to reconcile discrepancies or inconsistencies.
5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to two years of college.
Requires one year of experience in investigative work in law enforcement, insurance, security or related field.

Knowledges, Skills and Abilities

Requires working knowledge of effective methods of investigation, practices and rules of evidence.

Requires ability to perform routine functions in investigations.

Requires ability to follow oral and written directions.

Requires ability to compile and summarize data in a clear concise format.

Requires ability to apply and interpret laws and regulations relating to environmental protection.

Requires ability to maintain satisfactory working relationships with superiors and general public.