

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

ENVIRONMENTAL PROTECTION LEGAL INVESTIGATOR II

POSITION CODE: 13812  
Effective: 5-16-74

DISTINGUISHING FEATURES OF WORK:

Under direction, performs routine research and interviewing functions involving the investigation of variance petitions, following up on enforcement cases, and preparing enforcement cases; writes reports of recommendations; acts in an advisory and consultative role to surveillance staff in gathering information on variance cases.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Investigates petitions for variance filed with the agency and drafts recommendations to the Environmental Protection Officer.
2. Secures and transmits supplemental information for amending complaints; prepares witnesses for the agency in order to testify at hearings.
3. Studies rules and regulations of an assigned section with the respect to operation so as to improve operating processes.
4. May propose changes to or amendments in applicable rules, regulations, standards and laws as thought necessary or beneficial for the agency.
5. Makes field investigations or contacts in gathering information for determining the sufficiency of evidence; sends surveillance personnel for additional evidence where needed and drafts complaints.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

## ENVIRONMENTAL PROTECTION LEGAL INVESTIGATOR II (Continued)

### DESIRABLE REQUIREMENTS:

#### Education and Experience

Requires knowledge, skill and mental development equivalent to two years of college.

Requires two years of experience in investigative work in law enforcement, insurance, security or related field.

#### Knowledges, Skills and Abilities

Requires working knowledge of the nature and use of primary and secondary legal source materials and a working knowledge of the application of basic legal principles to individual cases or problems.

Requires working knowledge of court and quasi-judicial procedures and rules of evidence.

Requires elementary knowledge of principles of administration and management, including organization, controls and techniques used in dealing with management and procedural problems.

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

Requires skill and ability in analyzing, appraising and organizing facts, evidence and precedents and in presenting such material, when not involving highly complex problems, in clear and logical form by written media.

Requires ability to exercise sound judgment in appraising and evaluating problems of a procedural, organizational, administrative or technical nature.

Requires skill and ability in the art of interviewing.