

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

ENVIRONMENTAL PROTECTION LEGAL INVESTIGATOR SPECIALIST

POSITION CODE: 13815
Effective: 7-1-01

DISTINGUISHING FEATURES OF WORK:

Under the direction of a managing attorney, performs legal research at the central office level, impacting agency-wide issues and performs other information-gathering functions involving the investigation of pending or potential legal or administrative matters.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Investigates petitions for variance filed with the agency and drafts recommendations for agency attorneys.
2. Acts in an advisory and consultative role to management in gathering, maintaining, interpreting, and organizing information on pending or potential legal or administrative matters.
3. Prepares preliminary legal memoranda or other documents for agency attorneys; writes reports or recommendations.
4. Provides support in the preparation, organization, and handling of documents at regulatory and other hearings.
5. Provides legal and administrative support to agency attorneys at regulatory or other hearings.
6. Gathers and maintains information for evaluating evidence or other materials relating to potential or pending legal or administrative matters.
7. Assembles, organizes, and maintains information and reports on past, pending, or potential legal or administrative matters.
8. Performs other duties as required or assigned, which are reasonably within the scope of the duties enumerated above.

ENVIRONMENTAL PROTECTION LEGAL INVESTIGATOR SPECIALIST (continued)

DESIRABLE REQUIREMENTS:

Education and Experience

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

Requires four years of experience in research and information gathering and reporting functions involving legal or administrative issues.

Knowledge, Skills and Abilities

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

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

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

Requires skill and ability in analyzing, appraising and organizing facts, documents, and other material and in presenting and reporting them in clear and logical form through written and electronic media.

Requires skill and ability in the use of computers, and in the use of database, word processing, and presentation software.

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

Requires skill and ability in oral and written communications with professional, paraprofessional, and management personnel.