

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

GAMING SENIOR SPECIAL AGENT

POSITION CODE: 17191

Effective: 04-01-10

DISTINGUISHING FEATURES OF WORK:

Under direction, as a peace officer and team leader, directs and reviews the activities of a team of armed Gaming Board agents; conducts all levels of investigations; serves as acting supervisor in the supervisor's absence; develops investigative plans and procedures; conducts complex criminal and regulatory investigations of illegal gaming practices and violations of the Riverboat Gambling Act, Video Gaming Act and related Rules; conducts conferences with Illinois Gaming Board licensees, their representatives, witnesses and others; works closely with federal, state and local law enforcement agencies; conducts surveillances and arrests; prepares cases for trial; testifies in civil, criminal and administrative cases; prepares detailed investigative reports; participates in training programs; assists in training lower level agents. Work may involve travel and performance of shift work, including weekends and holidays.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Serves as a team leader, provides leadership and guidance; assists in reviewing the activities of Gaming Board agents engaged in performing investigations; works independently to establish goals of the investigation; coordinates activities of the case; reviews written reports for technical adequacy and relevancy of facts; prepares group administrative reports for the supervisor; serves as acting supervisor in the absences of the assigned supervisor.
2. As a peace officer, serves as a team leader, providing guidance and leadership, and reviews the activities of gaming agents performing enforcement activities. Travels to and conducts surveillance of gaming patrons at riverboat or licensed gaming establishments to assure proper conduct of gaming activities, and to monitor gaming devices and table games in accordance with gaming laws and regulations; watches for skimming, illegal slot alteration, marked cards, loaded dice and other illegal acts. Prepares reports on such matters as cheating, criminal trespass, underage gaming, machine malfunctions, including payout discrepancies and violations of the Act, Rules or governing Regulations.
3. Independently performs complex criminal and regulatory investigations of suspected, alleged or known cases of criminal acts in violation of the Illinois Criminal Statutes, Riverboat Gambling Act or Video Gaming Act under the scope of duties assigned by the Illinois Gaming Board.
4. Develops plans and procedures involving strategy and approach in obtaining evidence and documentation; acquires pertinent information through interviews, surveillance or independent development of other sources in order to establish facts and prove the case.
5. Prepares detailed progress and final investigative reports with supportive documentation relating to the scope of the investigation. Prepares cases/reports for prosecution; testifies as a witness in criminal, civil and administrative cases.

GAMING SENIOR SPECIAL AGENT (Continued)

6. Attends and participates in law enforcement meetings and advanced training programs involving new or revised statutes, rules and regulations, agency policies and procedures, and investigative techniques needed to enhance investigative skills and proficiency. Participates in mandatory annual Gaming Board designated training and firearms qualifications; serves as a training officer for lower level agents and trainees.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires two years of college coursework in law enforcement, pre-law, accounting or business administration or related, plus three years of progressively responsible professional peace officer experience in regulatory and criminal investigations/enforcement activities for the Gaming Board.

Requires successful completion of a firearms qualification course annually as a condition of employment.

Knowledges, Skills and Abilities

Requires possession of an appropriate valid driver's license.

Requires extensive knowledge of methods and techniques of criminal investigations.

Requires extensive knowledge of the Riverboat Gambling Act, Video Gaming Act, related Rules and pertinent criminal statutes.

Requires working knowledge of laws of arrest, search and seizure, service of legal process, rights of citizens, and court procedures and rules of evidence.

Requires working knowledge of accounting and/or auditing principles.

Requires ability to prepare properly documented investigative reports and findings.

Requires ability to provide effective coordination of agents in regulatory and criminal investigation cases.

Requires ability to establish effective working relationships.

Requires ability and willingness to travel and/or perform shift work, including weekends and holidays.

Requires proficiency in the use of firearms and the physical strength and agility to practice the art of self defense.

Requires a written and spoken knowledge of the English language.