

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

GAMING SPECIAL AGENT TRAINEE

POSITION CODE: 17195

Effective: 04-01-10

DISTINGUISHING FEATURES OF WORK:

Under immediate supervision, for a period of twelve months, participates in an agency sponsored training program, receiving police academy, formal agency training and controlled working assignments to develop broad knowledge, understanding, and practical skills necessary to perform regulatory enforcement and criminal investigations for the Illinois Gaming Board. Work may involve travel and performance of shift work, including weekends and holidays.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Receives formal classroom training which includes instruction in use of firearms, rules of evidence applicable to courts in criminal cases and controlling court decisions, preparation of reports, investigative procedures and techniques applicable to criminal cases, administrative procedures, standards and rules of conduct, and other matters pertaining to criminal investigations. Actively participates in police training from an accredited police academy within the training period.
2. Receives on-the-job training in regulatory investigations and closely controlled assignments designed to provide work experience in applying the skills and knowledge acquired during the classroom training; travels to gaming sites with experienced agents in performing the duties assigned by the Illinois Gaming Board.
3. Performs simple background investigations of applicants seeking licensure by the Illinois Gaming Board.
4. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

GAMING SPECIAL AGENT TRAINEE (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires successful completion of four years of college with a Bachelor's degree and major course work in law enforcement, pre-law, accounting or business administration.

Requires a successful completion of the firearms qualification course during the first 12 months of employment.

Requires the successful completion of a basic law enforcement training program at an accredited police academy during the first 12 months of employment.

Knowledges, Skills and Abilities

Requires possession of an appropriate valid driver's license.

Requires elementary knowledge of the criminal justice system as it relates to investigations.

Requires elementary knowledge of accounting and/or auditing principles.

Requires ability to prepare written investigative reports.

Requires ability to understand and follow oral and written instructions.

Requires ability to learn the proper operation and maintenance of a two-way radio and firearms.

Requires ability to establish and maintain effective and cooperative working relationships.

Requires physical strength and agility to complete academy training and to practice the art of self defense.

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