

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

INTERNAL SECURITY INVESTIGATOR I

POSITION CODE: 21731
Effective: 10-1-02

DISTINGUISHING FEATURES OF WORK:

Under general supervision, performs responsible research and confidential investigative work for the director of a department, board or commission; compiles and gathers relevant facts pertaining to cases under investigation; conducts inquiries and investigations of instances of conflicts of interest or malfeasance of employees within the agency.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Researches and performs confidential investigative duties concerning the more routine cases of conflicts of interests or malfeasance of employees within the agency.
2. Compiles and gathers relevant data on cases being investigated; may assist higher-level internal security investigators; prepares routine case reports for appropriate prosecuting agency.
3. Recommends to the director of a department, board or commission from research or investigative findings, disciplinary action to be taken in the more routine cases.
4. Assists in the preparation and procurement of statements, reports, exhibits and other pertinent information.
5. May be required to give testimony in a court of law as provided by state statutes.
6. Responsible for maintaining confidential records and files pertaining to cases under investigation and ensuring security of such information; prepares required reports on activities and investigations conducted.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

INTERNAL SECURITY INVESTIGATOR I (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of two years of college, with coursework in law, government, liberal arts, history or business or public administration, plus three years experience in law enforcement investigatory work or a related field.

OR

Requires knowledge, skill and mental development equivalent to completion of four years of college, with major coursework in law, government, liberal arts, history or business or public administration, plus one year professional experience in law enforcement investigatory work or a related field,

OR

Requires completion of the F.B.I. National Academy or comparable law enforcement schooling.

Knowledges, Skills and Abilities

Requires working knowledge of moderate law enforcement investigatory techniques and concepts.

Requires working knowledge of the functions and interrelationships of state agencies.

Requires working knowledge of Illinois State statutes, rules and regulations concerning conflicts of interest or malfeasance of office.

Requires ability to recognize and gather appropriate statements, exhibits and materials acceptable for use in prosecution of cases or disciplinary action.

Requires ability to maintain security during investigatory activities.

Requires ability to prepare case reports for referral to prosecuting agency.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.