

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

INTERNAL SECURITY INVESTIGATOR II

POSITION CODE: 21732

Effective: 7-16-82

DISTINGUISHING FEATURES OF WORK:

Under direction, performs highly responsible confidential investigative work for the director of a department, board or commission; assists higher level internal security investigators in investigation of sensitive cases; gathers, compiles and analyzes relevant facts pertaining to cases under investigation; conducts specialized and complex inquiries and investigations of instances of conflicts of interest or malfeasance of employees within the agency.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Conducts confidential investigative duties concerning the more complex, sensitive cases involving instances of conflicts of interest or malfeasance of employees within the agency.
2. Gathers, compiles and analyzes relevant data and information concerning cases under investigation; assists higher level internal security investigators in preparing case reports; prepares case reports for appropriate prosecuting agency.
3. Recommends to the director of a department, board or commission disciplinary action to be taken resulting from investigatory findings.
4. Prepares and obtains reports, statements, exhibits and other pertinent information to be referred to appropriate prosecuting agency; maintains confidential records of files pertaining to cases under investigation; responsible for ensuring security of such information.
5. Prepares required reports on activities and investigations conducted.
6. May be required to give testimony in a court of law as provided by state statutes.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

INTERNAL SECURITY INVESTIGATOR II (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 four years professional 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 two years professional experience in law enforcement investigatory work or a related field.

OR

Requires knowledge, skill and mental development equivalent to completion of a master's degree, with major course work 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, plus two years of professional experience in law enforcement investigatory work or a related field.

Knowledges, Skills and Abilities

Requires extensive knowledge of modern law enforcement investigatory techniques and concepts.

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

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

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.

Requires ability to exercise discretion and judgment in making important work decisions and to apply and interpret agency policy and procedures.

In addition to having a written and spoken knowledge of the English language, candidates may be required to speak and write a foreign language at a colloquial skill level in carrying out position duties in conjunction with non-English speaking individuals.