

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

LICENSING INVESTIGATOR II

POSITION CODE: 23572
Effective: 06/01/2006

DISTINGUISHING FEATURES OF WORK:

Under direction, conducts assigned investigations at the journeyman level, of alleged violations of one or more professional and vocational licensing laws and regulations for the Department of Financial and Professional Regulation; exercises discretion in developing and assembling pertinent facts and evidence; travels to field locations to observe and document violations; reviews and analyses case evidence, licensing laws and regulations and prepares comprehensive narrative reports of investigation findings; testifies in administrative hearings and/or criminal proceedings; may provide leadership and guidance to other staff to effect the completion of assigned investigations.

This class does not include positions which perform licensing investigative work which is specifically defined by other classes, such as the Drug Compliance Investigator and Health Services Investigator classes, or the specialized investigative work involving criminal prosecutions defined specifically in the higher levels of this series.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Conducts general investigations of suspected violators of one or more professional and vocational licensing laws and regulations; follows established procedures when investigating leads; collects physical evidence of violations; interviews and obtains statements from witnesses and complainants; engages in surveillance of persons suspected of violations to expose evidence of illegal and unethical practices.
2. Travels extensively within an area of the State; presents credentials and describes purpose, authority and reason for investigation; examines records to determine compliance with appropriate licensing statutes and rules.
3. Prepares timely narrative investigation reports stating the agency's jurisdiction, nature and sufficiency of evidence, and prepares an itinerary of field visits outlining investigation activities; reports violations of regulations and statutes, and designates the time period allowed to make the necessary changes.

LICENSING INVESTIGATOR II (Continued)

4. Performs criminal records searches in cooperation with law enforcement agencies; occasionally participates in surveillance activity; serves subpoenas; appears as a witness in administrative hearings.
5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of four years of high school.

Requires two years investigative experience in law enforcement or a related field.

Knowledges, Skills and Abilities

Requires working knowledge of the State's professional and vocational licensing laws and regulations.

Requires working knowledge of investigative procedures and documenting and reporting case evidence and findings of violations of licensing laws administered by the Department of Financial and Professional Regulation.

Requires working knowledge of judicial rules of evidence to collect legally admissible evidence.

Requires ability to prepare detailed written investigative reports of findings to be filed with State's Attorney for prosecution, or for use as a basis for a license revocation proceedings.

Requires ability to understand, interpret and explain statutory requirements, rules, regulations and procedures.

Requires ability to develop and maintain satisfactory working relationships and to conduct tactful interrogations and investigations.

Requires ability to provide leadership, work guidance and on job training to lower level investigators.

Requires ability to travel and adapt schedule to meet the needs of cases assigned.

Requires possession of an appropriate valid driver's license.