

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

LICENSING INVESTIGATOR III

POSITION CODE: 23573  
Effective: 06/01/2006

DISTINGUISHING FEATURES OF WORK:

Under general direction, serves as investigator and enforcement officer for the Illinois Private Detective, Private Alarm, and Private Security Act of 1993 and the Collection Agency Act for the Department of Financial and Professional Regulation; conducts criminal investigations of known, alleged or suspected violations of these Acts which provide for the criminal prosecution of violators as a felony; regularly travels on a statewide basis to collect pertinent facts and evidence; completes investigative reports leading to the revocation or suspension of licenses or criminal prosecution by various State's Attorneys or the Attorney General; prepares detailed and comprehensive narrative reports and summaries of investigation findings; reviews and recommends changes to investigation and enforcement procedures and practices; courtroom demeanor testimony and reporting; may provide guidance and leadership to lower level investigators assisting on assigned cases.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Conducts licensing investigations of known, alleged or suspected violators of the Illinois Private Detective, Private Alarm, and Private Security Act and Collection Agency Act; engages in covert and overt activities for the purpose of exposing illegal and unethical professional practices.
2. Procures and preserves evidence to prove administrative or criminal violations; includes conducting surveillances, obtaining and preserving physical evidence; ensures the security and confidentiality of all information.
3. Testifies in administrative hearings and criminal proceedings regarding the indictment/prosecution of alleged violators; assures proper courtroom demeanor; cooperates with prosecuting attorney regarding pretestimony conferences.
4. Prepares and serves administrative/criminal subpoenas; assists in drafting of other administrative/criminal legal documents.

## LICENSING INVESTIGATOR III (Continued)

5. Works closely with other federal, state and local law enforcement and regulatory agencies, including Department of State Police, various State's Attorneys Offices and the Office of Attorney General.
6. Reviews and analyzes statistical data and narrative reports for recidivist patterns.
7. Makes recommendations concerning investigative procedures; assists supervisor in completion of unit case logs and statistics.
8. 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 three years investigative experience in law enforcement or three years experience as a licensed private detective in Illinois.

#### Knowledges, Skills and Abilities

Requires extensive knowledge of the State's professional and vocational licensing laws, in particular the Illinois Private Detective, Private Alarm, Private Security Act and Collection Agency Act.

Requires extensive knowledge of the law enforcement provision of all laws administered by the Department of Financial and Professional Regulation.

Requires extensive knowledge of judicial rules of evidence for the collecting and accrual of 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 proceeding.

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-the-job training to lower level investigators.

Requires ability to travel statewide on short notice.

Requires possession of an appropriate valid driver's license.