

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

LICENSING INVESTIGATOR IV

POSITION CODE: 23574

Effective: 06/01/2006

DISTINGUISHING FEATURES OF WORK:

Under general direction, conducts complex professional licensing and criminal investigations and enforcement of known, alleged, or suspected violations of the design professions laws and regulations and other professional and criminal enforcement codes which includes the Architect, Professional Engineer, Structural Engineer, and Land Surveyors Acts for the Department of Financial and Professional Regulation; travels statewide to collect pertinent facts and evidence leading to revocation/suspension of license or criminal prosecution by various State's Attorneys or the Attorney General; meets regularly with the design professions committees to exchange information regarding technical violations; analyzes collected case facts and arranges for expert witness review and testimony; prepares detailed and comprehensive narrative reports and summaries of investigation findings; reviews and recommends changes to the investigation and enforcement procedures and practices, courtroom demeanor and reporting; may provide work guidance and leadership to lower level investigators assisting on assigned cases.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Conducts highly complex and sensitive investigations of alleged or suspected violations of the design professions acts and rules promulgated thereunder.
2. Obtains, preserves and presents case evidence to prove administrative/criminal violation of design professions acts; produces comprehensive reports of all investigations; provides technically accurate and detailed findings with appropriate documentation.
3. Confers with the design professions team attorney for legal direction in the acquisition and presentation of evidence; testifies in administrative/criminal proceedings regarding the prosecution of alleged violators; assures all case evidence is prepared and documented in proper form to support the charges.
4. Attends regularly scheduled meetings of design professions boards and committees and makes recommendations for the improvement of investigative and enforcement methods and practices; conducts pre-licensing investigations at the licensing committee's request.
5. Works closely with other federal, state, and local law enforcement and regulatory agencies, including Department of State Police, various State's Attorney Offices and the Office of the Attorney General on active cases; serves as a lead worker and on-the-job trainer for lower level investigators.

## LICENSING INVESTIGATOR IV (Continued)

6. Prepares and serves administrative/criminal subpoenas; upon request and direction of team attorney; prepares charts, graphs, and other prosecutive aides necessary for a prosecutorial case presentation.
7. Reviews and analyzes statistical data and narrative reports for recidivist patterns.
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 and four years investigative experience in law enforcement, or, requires completion of four years college or equivalent training and experience as a licensed professional in one of the "designs professions," i.e., architect, engineering and land surveying.

### Knowledges, Skills and Abilities

Requires extensive knowledge of the State's designs professions licensing laws.

Requires extensive knowledge of the Illinois criminal code and the enforcement statutes of same as pertains to the enforcement of licensing violations administered by the Department of Financial and Professional Regulation.

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

Requires ability to effectively communicate with members of the design professions, and their boards and committees.

Requires ability to understand technical terminology and to implement instructions/directions suggested by these committees.

Requires ability to prepare detailed written investigative reports of findings to be filed with State's Attorney for prosecution or for use as basis for 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 training to lower level investigators.

Requires ability to travel statewide on short notice.

Requires possession of an appropriate valid driver's license.