

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

NARCOTICS AND CURRENCY UNIT SUPERVISOR

POSITION CODE: 28750
Effective: 2-1-15

DISTINGUISHING FEATURES OF WORK:

Under direction, supervises the activities of the Narcotics and Currency Unit of the Intelligence Bureau of the Illinois State Police (ISP); directs the overall activities of the unit, which includes intelligence gathering, analysis and interpretation regarding criminal activities such as money laundering, narcotics trafficking, white collar crime (frauds committed by business or government professionals) and financial crime; serves as full-line supervisor; establishes operational controls and monitors timely and accurate intelligence and analytical services in coordination with other divisional entities and other state, federal and local law enforcement agencies; establishes unit strategies and assignments in support of the strategic planning process; develops a comprehensive training plan to promotes effective career development providing timely feedback and constructive evaluations; develops resource and budgetary requirements for the unit; performs casework on complex or sensitive cases, determines problem areas and determines resolutions; effectively implements allocated resources in support of unit objectives; travels as necessary to meet the operational needs of the agency.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Serves as full-line supervisor; assigns and reviews work' provides guidance and training to assigned staff; counsels staff regarding work performance; reassigns staff to meet day-to-day operating needs; establishes annual goals and objectives; adjusts first level grievances; effectively recommends and imposes discipline, up to and including discharge; prepares and signs performance evaluations; determines and recommends staffing needs.
2. Establishes and evaluates strategies, policies and procedures for law enforcement intelligence services within prescribed area of responsibility, i.e., gathering, analysis and interpretation of information regarding money laundering, narcotics trafficking, white collar crime (fraud perpetrated by business or government professionals) and financial crime; manages and monitors the continued progress of the program; implements training plan and materials; conducts training and evaluations of staff compliance with governing statutes, rules and regulations; develops and evaluates budgetary and resource considerations for unit, makes recommendations to next level of management.
3. Directs all activities regarding currency transaction reports, which include the accurate preparation of grant reports for the Illinois Criminal Justice Information Authority; manages the completion of analytical reports in support of the program; supervises staff of contractual personnel assigned to the Narcotics and Currency Unit.
4. Supervises all activities of the Narcotics and Currency Unit regarding support to Operation Valkyrie and the Financial Fraud Task Force, which includes training, tactical case support, strategic analysis, trends of narcotics trafficking and money laundering, and case referrals.

NARCOTICS AND CURRENCY UNIT SUPERVISOR (Continued)

5. Maintains liaison with federal, state, and local law enforcement agencies throughout the United States involved in the investigation of money laundering, narcotics trafficking, fraud and financial crimes; acts as the state coordinator of the Financial Crimes Enforcement Network and maintains a cooperative working relationship with the National White Collar Crime Center; authorizes and coordinates the exchange of confidential reports and information to those agencies.
6. Coordinates analytical services with other divisional programs or project areas and other federal, state, and local law enforcement agencies; performs casework to maintain personal proficiency and familiarity with work of staff, handling complex or sensitive cases, addressing problem areas and determining or directing resolutions.
7. 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 completion of four years of college, preferably with coursework in law enforcement, criminal justice or a related field.

Requires two years professional supervisory criminal investigative experience.

Knowledges, Skills and Abilities

Requires thorough knowledge of state, federal, and local criminal laws and regulations as they relate to managing a criminal intelligence unit.

Requires thorough knowledge of the rules of evidence in criminal law.

Requires thorough knowledge of the modern methods and procedures of criminal intelligence research, investigation and analysis.

Requires extensive knowledge of computers as utilized in criminal investigation analysis.

Requires extensive knowledge of agency programs and service objectives, activities and operational systems.

Requires ability to identify money laundering situations.

Requires ability to analyze bank statements and other financial records.

Requires ability to communicate clearly, concisely, and logically, both orally and in writing.

Requires ability to develop and manage a supportive agency program.

Requires ability to analyze administrative problems and adopt an effective course of action.

Requires ability to exercise judgment and discretion in developing, implementing and interpreting departmental policies and procedures.

Requires ability to estimate and budget for future needs and cost of personnel, space, equipment, supplies and services.

Requires ability to develop and maintain cooperative working relationships.

Requires possession of an appropriate valid driver's license or the ability to travel.

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.