

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

PUBLIC AID INVESTIGATOR

POSITION CODE: 35870

Effective: 7-16-99

DISTINGUISHING FEATURES OF WORK:

Under direction, conducts highly responsible, confidential and sensitive investigations into instances of suspected fraud and/or abuse of public welfare programs; travels statewide to site of assigned investigations.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Independently performs thorough field investigations of reported or suspected situations of malfeasance or fraudulent activity involving the eligibility of applicants, clients and former clients, abuse of medical programs, food stamp trafficking, vendor irregularities, etc.; performs sensitive and confidential investigations deemed appropriate by the agency including, covert investigations where a degree of personal danger may be present, e.g., sting operations and undercover investigations requiring investigator to pose as a public welfare client at medical facilities, currency exchanges, retail food stores, etc.; participates in surveillance activities; travels statewide to site of assigned investigations.
2. Visits client neighborhoods and work sites and vendor facilities, etc.; interviews and obtains statements and evidence from neighbors, relatives, employers and others familiar with the situation under investigation; prepares comprehensive technical investigative reports and records of findings to support or refute allegations; serves subpoenas and agency notices; maintains accurate time and travel records.
3. Serves as agency liaison with federal and state prosecutors, as well as law enforcement agencies and local office staff; works with other agencies and departments in coordinating investigations and gathering necessary information.
4. Testifies in court proceedings and hearings as to facts and evidence obtained in cases investigated.
5. Serves as lead worker in cases specified by supervisor; provides guidance or assistance in developing the knowledge, understanding and practical skills of staff in trainee status; serves as team leader as assigned in larger investigations requiring a team approach.
6. Maintains thorough knowledge of agency policy and procedures, as well as appropriate state and federal laws and regulations.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

PUBLIC AID INVESTIGATOR (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires a bachelor's degree with major coursework in law enforcement, criminal justice or related fields.

OR

Requires an associate degree with major coursework in law enforcement, criminal justice, or related field, and four years of experience in investigative work such as detective, administrative, civil or criminal investigations, licensing/certification investigations, worker's compensation investigations, etc.

Both options require the successful completion of an approved Public Aid Investigator Trainee program.

Knowledges, Skills and Abilities

Requires thorough knowledge of investigative methods, techniques and procedures.

Requires thorough knowledge of policies, procedures and state and federal laws pertaining to public assistance.

Requires thorough knowledge of court procedures, practices and rules of evidence.

Requires working knowledge of medical, legal and pharmaceutical terminology.

Requires ability to compile and summarize data and prepare records and reports in a clear and concise format.

Requires ability to apply and interpret laws and regulations relating to public assistance.

Requires ability to extract and interpret information and ascertain facts by personal contacts and analyzing documents.

Requires ability to follow written and oral directions.

Requires ability to conduct investigations in areas where dangerous situations may be encountered.

Requires ability to establish and maintain liaison with professional and lay groups, local governmental officials, employers and the general public.

Requires ability to observe and record facts accurately about persons, objects and events.

Requires possession of an appropriate valid driver's license and must have a personal vehicle available at his/her disposal.

Must not have been convicted of a felony or Class A misdemeanor.

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.