

**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL**

CAPITOL POLICE INVESTIGATOR—SERGEANT

Position Code: K1216

DISTINGUISHING FEATURES OF THE CLASS

Under direction, performs responsible supervisory law enforcement work in planning, directing and supervising the activities of staff engaged in performing security duties to provide for the safety and protection of life and property in state offices; reviews comprehensive investigative case reports submitted by subordinate staff; may supervise non-sworn personnel in area of assignment or may serve in a staff capacity to the Director, performing highly specialized and/or technical duties which may require the operations of specialized equipment serving as liaison with law enforcement officials, or providing specialized training.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

Typical duties include, but are not limited to, a combination of functions defined in the lower levels of this series **AND** such functions as:

1. Plans, directs, coordinates, and supervises the activities of personnel engaged in performing security duties to provide for the safety and protection of life and property in State Offices and/or implementing department procedures; assigns and distributes workload to subordinates; recommends personnel actions affecting subordinate staff; evaluates employee performance and initiates developmental and disciplinary action.
2. Conducts staff meetings with subordinates; provides direction and/or training as needed; reviews completed investigative case reports submitted by subordinate staff; approves routine work standards; inspects personnel and equipment, note deficiencies and requires corrective action.
3. Coordinate and motivate the enforcement activities by observing and assisting subordinate staff in the performance of their duties to assure compliance with pertinent policies, procedures and statutes.
4. Attends meetings with other management personnel in order to make recommendations to resolve administrative or program deficiencies and to keep management apprised of problem areas.
5. In a staff capacity, may conduct highly sensitive or confidential law enforcement operations which may require the use of highly sophisticated equipment; participates in sensitive covert operations; edits and copies audio/video tapes; conducts electronic countermeasures to ensure the security of sensitive communications; evaluates specialized equipment in order to assure safety.
6. In a staff capacity, may function as a liaison with city, county, state and federal law enforcement officials; provides direction and assistance to agencies by training personnel on methods that are related to specialized techniques, conducts research and develops new and innovative investigative techniques; attends seminars, training conferences, and various meetings in order to gain knowledge and receive additional instruction in assigned specialties.

CAPITOL POLICE INVESTIGATOR—SERGEANT (Continued)

7. Performs other duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of high school and 30 semester hours of college credit preferably with coursework in law enforcement, criminal justice, law, government or related field **AND** the successful completion of four (4) years law enforcement experience including two (2) years of progressively responsible professional experience such as would be gained at the Capitol Police Investigator level. Experience as a professional in municipal, county or state law enforcement may be substituted for the college credit on a year for year basis.

Knowledge, Skills and Abilities

Requires possession of a valid Illinois Drivers License.

Requires freedom from any criminal background.

Requires working knowledge of the functions and interrelationships of law enforcement jurisdictions.

Requires extensive knowledge of the judicial system in order to obtain warrants and give testimony based on criminal arrests.

Requires extensive knowledge of electronic security duties, systems and surveillance equipment.

Requires leadership skills with understanding of behavior and motivation in order to supervise subordinate staff.

Requires the ability to qualify with appropriate firearms as defined by department policy including skill in the legal use, ethics, care, maintenance and safety of such weapons.

Requires ability to exercise self-defense and restrain others.

Requires possession of strong written and oral communication skills.

Requires ability to prepare complete, accurate reports relevant to accidents, rule violations and other pertinent security matters and to prepare comprehensive investigative case reports.

Requires ability to understand and effectively carry out oral and written instructions.

Requires ability to establish and maintain positive, effective working relationships with subordinates and personnel from other law enforcement agencies and the general public.

Requires ability to make independent decisions.

Requires working knowledge of procedures involved in maintaining security of buildings and grounds.

Requires working knowledge of the functions and interrelationships of law enforcement jurisdictions.

Requires ability to recognize and report safety hazards.

Requires ability to think and act quickly and effectively in emergencies.

Requires ability to analyze situations accurately and take appropriate action.

Requires ability to enforce laws, rules and regulations with firmness and tact.

Requires meeting physical examination and drug screening requirements as prescribed by the department.

Approved by the Secretary of State Merit Commission—
Effective—

EXAMINATION INFORMATION

Tests and Weights: Education and Experience, 100% (numeric ranking)

Length of Eligibility: 1 year