

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

INVESTIGATOR-COMMANDER

Position Code: K4402

DISTINGUISHING FEATURES OF THE CLASS

Subject to management approval, performs a variety of highly responsible and administrative functions in a specialized administrative area; exercises responsibility for the activities of all subordinate staff, including Lieutenants, Sergeants, Investigators and non-sworn personnel engaged in enforcing the Illinois Vehicle Code and other appropriate laws and statutes; reviews comprehensive investigative case reports submitted by subordinate staff; conducts special investigations and prepares comprehensive case reports, as required; assists management staff with establishing proactive crime prevention programs by reviewing, evaluating, revising or developing guidelines; anticipates in policy development and development of departmental goals and objectives; prepares and submits proposed budgetary materials for the assigned area; represents senior staff by attending meetings, conferences, and seminars; may serve in a staff capacity to the Director, by performing highly specialized and/or technical duties associated with the above responsibilities.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

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

1. Plans, directs, coordinates, organizes and supervises the activities of Investigator – Lieutenants or non-sworn personnel engaged in performing law enforcement work and/or effectuating department procedures; assigns and distributes workload to subordinates; recommends personnel actions affecting subordinate staff, evaluates employee performance and initiates developmental and disciplinary action; supervises and coordinates activities of personnel engaged in carrying out departmental objectives, utilizing knowledge of departmental purposes, rules, regulations, procedures and practices.
2. Through subordinate supervisory personnel, supervises the activities of Investigator – Sergeants, Investigators or non-sworn personnel; acts as reviewing officer for those performance evaluations prepared by subordinate staff; insures developmental and disciplinary actions are in accordance with departmental policies and statutes.
3. Assists management personnel with specialized administrative assignments; provides inputting the development of departmental programs and initiatives; participates in on-going research, review and assessments of departmental operations; prepares detailed administrative reports for management with recommendations on additions, deletions or changes to existing and/or proposed procedures within the assigned area of responsibility.

INVESTIGATOR-COMMANDER (Continued)

4. Conducts research, writing technical, informative or operational reports and papers or working special projects, considering knowledge and experience; administers the effectuation of specialized departmental studies, projects and programs; develops optimal utilization of workforce; evaluates current procedures and practices for accomplishing department objectives to develop and implement improved procedures and practices; attends meetings with other management personnel to resolve administrative or program deficiencies and to keep management apprised of problem areas.
5. Participates in the decision making process in budgetary matters; submits a proposed operational budget, including such items as equipment, supplies, training, within the assigned area of responsibility.
6. Represents senior staff by attending conferences, training programs, and law enforcement meetings on a national, state or local level that are based on various issues related to the Office of the Secretary of State functions.
7. In staff capacity, may function as a special investigator or liaison, conducting complex law enforcement investigations or providing assistance to city, county, state and federal law enforcement officials; coordinates activities of department with related activities of other jurisdictions to ensure efficiency and economy; monitors and analyzes costs; assists management staff in establishing rules and regulations for department.
8. Performs other duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of high school and 60 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 of progressively responsible law enforcement experience including two (2) years of administrative experience such as would be gained at the Investigator – Lieutenant 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 Driver's License.

Requires freedom from any criminal background.

Requires thorough knowledge of communications techniques for organizing and preparing comprehensive written and oral reports.

Requires thorough knowledge of the Illinois Vehicle Code and other appropriate regulations and laws.

INVESTIGATOR-COMMANDER (Continued)

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

Requires thorough knowledge of vehicle identification numbers, certificates of titles and vehicle registrations.

Requires leadership skills in order to supervise/manage subordinate staff; have knowledge of psychology and sociology or related areas which include understanding behavior and motivation.

Requires extensive knowledge of management skills; assists with handling special projects related to department operations.

Requires ability to handle specialized administrative functions, research and make assessments of department policies and procedures.

Requires ability to care for and properly use firearms.

Requires ability to exercise self-defense.

Requires ability to apply investigative and research skills.

Requires ability to communicate well in writing and in person.

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

Requires ability to testify in court with legal knowledge and with good written and oral communication skills.

Requires ability to make independent decisions.

Requires ability to maintain a physical fitness standard as prescribed by the department.

Effective Date of Classification – May 16, 1982

Revision Approved by the Secretary of State Merit Commission – March 11, 1998

Effective Date of Revision to Classification – April 1, 1998