

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

INVESTIGATOR – LIEUTENANT

Position Code: K4403

DISTINGUISHING FEATURES OF THE CLASS

Under general direction, performs responsible supervisory law enforcement work in planning, organizing, directing and supervising the activities of staff engaged in enforcing the Illinois Vehicle Code and other appropriate laws and statutes; handles special projects and administrative technical work for the supervisor pertaining to the operations within the area of assignment; reviews comprehensive investigative case reports submitted by subordinate staff; conducts special investigations and prepares comprehensive case reports, as requires; 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 operation 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, organizes and supervises the activities of Investigator – Sergeants 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; reviews work load, schedules, personnel assignments, status of on-going work, projects and available personnel for work assignment in order to plan activities.
2. Through subordinate supervisory personnel, supervises the activities of 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 the supervisor or higher management authority with special projects within the area of assignment; assists with the execution of assigned command responsibilities; keeps management staff informed of status of cases; conducts operational studies as required; assists in determining the most economical and efficient assignment of manpower and makes recommendations for the delineation of tasks and areas of responsibility for subordinate employees.
4. Assists in effecting optimal utilization of workforce; 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 function as a special investigator or liaison, conducting complex law enforcement investigations or providing assistance to city, county, state and federal law enforcement officials; assists management staff by providing input in the development of department programs; participates in on-going research, review and assessments of department operations, making recommendations for changes.
6. Performs other duties as required or assigned.

INVESTIGATOR – LIEUTENANT (Continued)

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of sixty (60) semester hours of college, preferably with coursework in law enforcement, criminal justice, law, government or related field **AND** two (2) years of supervisory sworn law enforcement experience as would be gained as an Investigator – Sergeant. **Past criminal or traffic convictions can affect eligibility.**

Knowledge, Skills and Abilities

Requires possession of a valid Illinois Driver's License.

Requires freedom from any criminal background.

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

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

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

Requires extensive 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 motivations.

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

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 communications skills.

Requires ability to make independent decisions.

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

EXAMINATION INFORMATION

Tests and Weights: Evaluation of Education and Experience, 100%

Effective Date of Classification – May 16, 1982

Date of Most Recent Revision – September 16, 2009