

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

**INVESTIGATOR – SERGEANT**

**Position Code: K4406**

**DISTINGUISHING FEATURES OF THE CLASS**

Under direction, performs responsible supervisory law enforcement work in planning, directing and supervising the activities of Investigators 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; 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, and supervises the activities of Investigators or non-sworn personnel engaged in performing law enforcement work 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 investigators; approves routine work standards; inspects personnel and equipment, note deficiencies and requires corrective actions.
3. Coordinate and motivate the enforcement activities by observing and assisting Investigators 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 function as a special investigator, conducts 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.

## **INVESTIGATOR – SERGEANT (Continued)**

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.
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 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 law enforcement experience including two (2) years of progressively responsible professional experience such as would be gained at the 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 Driver's License.

Requires freedom from any criminal background.

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

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.

**INVESTIGATOR-SERGEANT (Continued)**

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 of Classification – April 1, 1998.