

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

SECURITIES SPECIAL AGENT TRAINEE

TITLE CODE: K8037

DISTINGUISHING FEATURES OF THE CLASS

Under direct supervision, for a period not to exceed twelve (12) months, participates in an extensive training program in order to gain the knowledge and abilities necessary to investigate and make arrests of individuals violating the Illinois Securities law.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Receives training in obtaining warrants and making arrests involving violations of the Illinois Securities law; receives training in conducting investigations of possible violation of the anti-fraud provisions of the Illinois Securities Law; receives training in conducting investigations of possible violations of the securities, dealer, salesperson and investment advisor registration requirements of the law; receives training in conducting investigations to determine the registration status of dealers, salesperson, and investment advisors.
2. Receives training in the technical application of investigative procedures, gathering and maintenance of evidence to be presented as evidence to the State's Attorney; develops proficiency in providing testimony as a complainant or a state's witness in criminal or civil court; coordinates the joint law enforcement efforts with other law enforcement officers; receives instruction concerning the moral and ethical considerations in the professional use of these procedures as a statutory peace officer.
3. Receives training in the use of law enforcement weapons (hand guns, shotguns, batons, etc.), pursuit driving, two-way radio communications; receives instructions and effective oral and written communications, first aid and cardiopulmonary resuscitation, officer skills through simulated exercises and field training, e.g., self-defense, weapons retention, disarming and physical restraint of violators, and adverse environmental conditions.
4. Receives training in how to effectively convey interpretations to the public of applicable state and federal Security laws; receives instruction in basic public relations to effectively represent the department and the division.
5. Performs other duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college preferably with courses in law enforcement, criminal justice, business administration or pre-law.

SECURITIES SPECIAL AGENT TRAINEE (Continued)

Knowledge, Skills, and Abilities

- Requires elementary knowledge of investigatory methods and techniques.
- Requires ability to complete the Illinois Law Enforcement Training and Standards Board basic training program for sworn officers.
- Requires ability to prepare comprehensive investigative written reports.
- Requires ability to understand and follow oral and written instructions.
- Requires ability to comprehend and become knowledgeable in the registration and anti-fraud provisions of the Illinois Securities Law.
- Requires ability and willingness to travel extensively and frequently and to work irregular hours.
- Requires ability to pass a comprehensive physical ability test.
- Requires ability to effectively provide professional court testimony.
- Requires ability to maintain and establish satisfactory working relationships with the general public, other law enforcement officers and other department employees, district attorneys, prosecutors, etc.
- Requires ability to develop a working knowledge of investigations and arrest, confiscation and handling of evidence, and prosecution procedures.
- Requires willingness to travel and possession of a valid Illinois driver's license as required by individual positions within the class.

Approved by the Secretary of State Merit Commission - September 10, 2003

Effective - September 10, 2003

EXAMINATION INFORMATION

Tests and Weights: Education and Experience, 100%

Length of Eligibility: 1 year