

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL
CLASS SPECIFICATION

SPECIAL AGENT II

TITLE CODE: K8302

DISTINGUISHING FEATURES OF THE CLASS

Under general direction, conducts complex confidential investigative and auditing work in the detection, deterrence, and prevention of fraud, corruption, mismanagement, gross or aggravated misconduct, or misconduct that may be criminal in nature; investigates complaints or information concerning the possible existence of activities constituting a violation of the laws, rules or regulations, or mismanagement, abuse of authority, or a substantial and specific danger to the public health and safety involving all persons, entities or agencies over which the Secretary of State has audit, supervisory or investigative authority.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Conducts complex confidential investigations concerning allegations of conflicts of interest, fraud, corruption, mismanagement, gross or aggravated misconduct, or conduct that may be criminal in nature or otherwise not in compliance with governing laws and regulations; may provide guidance and training to lower level agents.
2. Gathers, compiles and analyzes relevant data and information for cases under investigation, prepares case reports for disciplinary or prosecutorial action; and provides litigation support to prosecute criminal or administrative proceedings, as appropriate.
3. Conducts audits of financial and management systems to detect, investigate and deter fraud and fraudulent schemes using legal and fraud examination theory; recommends installation of proper internal audit controls, including transaction authorization, segregation of duties, supervision, adequate documentation and records, physical safeguards, and independent verification; conducts performance audits to ascertain whether all departments and divisions are in compliance with their governing obligations, rules and regulation.
4. Obtains and/or prepares reports, papers, statements, exhibits or other relevant information to meet department objectives or to be referred to appropriate authorities for further proceedings; maintains confidential records and files pertaining to investigations and audits; and exercises responsibility for ensuring security and confidentiality of such information.
5. May be required to give testimony in a court of law or before an administrative tribunal as provided by State and Federal statutes, rules or regulations.
6. Performs other related duties as required or assigned.

REQUIREMENTS

Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of four (4) years of college, preferably with course work in political science, public administration, business administration/management, finance, economics, accounting, legal studies or law enforcement/criminal justice; **and** two (2) year professional experience in law, law enforcement, business administration/management, accounting, finance or economics; or other investigative or related field.

Knowledge, Skills and Abilities

Requires extensive knowledge of office methods and procedures.

Requires extensive knowledge of current investigative techniques and concepts.

Requires extensive knowledge of basic legal and fraud examination theory.

Requires working knowledge of Illinois State statutes, rules and regulations concerning conflicts of interest, fraud, corruption, mismanagement, gross or aggravated misconduct, or conduct that may be criminal in nature.

Requires working knowledge of the functions and interrelationships of the departments of the Office of the Secretary of State and State agencies.

Requires ability to recognize and gather relevant statements, exhibits and materials acceptable for use in the prosecution of cases or in disciplinary actions.

Requires ability to write at an advanced level, clearly communicating ideas and information in an organized, well developed and rhetorically correct manner.

Requires ability to maintain security and confidentiality during and after investigative activities.

Requires ability to exercise discretion and judgment in making important work decisions and to interpret and apply agency policy and procedures.

Requires ability and willingness to travel throughout the State of Illinois and possession of a valid Illinois driver's license.

Requires that candidate have no criminal history.

Effective Date of Classification – July 19, 2006

Date of Last Revision – December 19, 2012