

OFFICE OF THE SECRETARY OF STATE

DEPARTMENT OF PERSONNEL

CLASS SPECIFICATION

SPECIAL AGENT - SENIOR

TITLE CODE: K8304

DISTINGUISHING FEATURES OF THE CLASS

Under administrative direction, provides supervision for staff engaged in confidential investigative and auditing work in the detection, deterrence, and prevention of fraud, corruption, mismanagement, gross or aggravated misconduct, or conduct that may be criminal in nature; supervises investigations of complaints or information that may relate to 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. Plans, directs, coordinates and evaluates the activities of a group of Special Agents engaged in conducting inquiries or 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.
2. Administers and may participate in audits of financial and management systems to detect, investigate and deter mismanagement or fraud using sophisticated 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; reviews performance audits to ascertain whether all departments and divisions are in compliance with their governing obligations, rules and regulations.
3. Reviews case reports for disciplinary or prosecutorial action to ensure such reports, statements, exhibits and other relevant information to be referred to appropriate authorities for further proceedings are accurate, comprehensive and complete.
4. Exercises supervisory responsibility over Special Agents, including the assignment of work, establishment of work standards and procedures, and the evaluation of subordinate work performance; also provides guidance and training to lower level agents.
5. Advises the Inspector General on the development, revision and implementation of policies and procedures relating to investigations and audits; assures the effectuation of such policy and procedures; prepares complex administrative reports and ensures the security and confidentiality of all records and files pertaining to investigations and audits; and may recommend personnel actions affecting subordinate staff.

6. 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.

7. Performs other related duties as required or assigned.

REQUIREMENTS

Education and Experience

Requires attainment of a Bachelor's degree, preferably with course work in political science, public administration, business administration/management, finance, economics, accounting, legal studies or law enforcement/criminal justice; **and** four (4) 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 thorough knowledge of statutes, rules and regulations concerning conflicts of interest, fraud, corruption, mismanagement, gross or aggravated misconduct or conduct that may be criminal in nature, and lobbyist regulation.

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

Requires thorough knowledge of legal and fraud examination theory.

Requires thorough knowledge of office methods and procedures.

Requires ability to effectively plan, coordinate and supervise the activities of investigative and audit staff.

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

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 – December 19, 2012

Date of Last Revision –