

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

**INVESTIGATOR**

**Position Code: K4401**

**DISTINGUISHING FEATURES OF THE CLASS**

Under direct supervision, performs responsible work in enforcing the Illinois Vehicle Code and other appropriate laws and statutes; conducts a variety of confidential investigations; cooperates with and assists other law enforcement agencies in making routine investigations; provides assistance to the community by handling complaints; prepares comprehensive investigative case reports; attends various training sessions to stay abreast of new law changes; performs duties related to special events and/or designated department functions.

Note: Illinois statute establishes a mandatory retirement provision that prohibits Illinois Secretary of State Investigators from being retained in this title after reaching 60 years of age. Any applicant to this title must be under the age of 60 on the date of examination to be found eligible and must be under the age of 60 at the time of selection to be hired.

**ILLUSTRATIVE DUTIES AND RESPONSIBILITIES**

Typical duties include, but are not limited to, a combination of functions as;

1. Conducts investigations pertaining to the licensing and regulation of businesses involved with selling vehicles and/or vehicle parts; recovery/stolen vehicles; organized theft rings; VIN removals; and other related auto theft cases.
2. Conducts interrogations, interviews and confidential source interviews based on conflicts of interest, corruption, or malfeasance of employees with the Office of the Secretary of State, related to fraudulent drivers licenses and identification cards.
3. Makes criminal arrests and initiates other enforcement action based upon investigations, when appropriate; provides testimony, as required in a court of law or Administrative Hearings.
4. Prepares comprehensive investigative case reports, which document the findings of investigations and other assigned activity.
5. Renders assistance and maintains good relations with other law enforcement agencies, community groups and the general public; inspects rebuilt salvage vehicles and specially constructed vehicles in order to assist consumers with obtaining a Certificate of Title; handle complaints from consumer related to titles, registrations, dealers, and other matters involved in the motor vehicle industry and other criminal activity as it relates to the Secretary of State or the enforcement of the laws of this state.

## **INVESTIGATOR (Continued)**

6. Enforces traffic safety, participates in anti-drunk driving related programs; conducts patrols as assigned to enhance traffic safety; demonstrates the ability to teach the IVC to department personnel and other law enforcement agencies with updates to new law changes; performs duties related to security details for various different functions and participates in numerous community events.
7. May be assigned to “specialized” department functions, units, teams or squads in addition to normal duties, such as Underwater Investigation Unit, Emergency Response Team, Hazardous Device Unit, Special Events Team.
8. Performs other duties as required or assigned.

## **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 sworn law enforcement experience as a full-time officer **or** the successful completion of the Secretary of State Investigator Trainee program.

- Department of Police policy requires all Investigator applicants to possess ILETSB training program certification, or be eligible for a waiver, prior to the time of hire.
- Past criminal or traffic convictions can affect eligibility.

### **Knowledge, Skills and Abilities**

Requires possession of a valid Illinois Driver’s License.

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

Requires working 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 working knowledge of vehicle identification numbers, certificates of titles and vehicle registrations.

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 communication skills.

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

Requires applicant be 21 years of age at time of appointment.

Established – December 16, 1986

Revised – July 17, 2013