

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

INVESTIGATOR – TRAINEE

Position Code: K4407

DISTINGUISHING FEATURES OF THE CLASS

Under immediate supervision, for a period not to exceed twelve months, participates in an extensive training program in order to gain the knowledge and abilities necessary to be an Investigator in the Office of the Secretary of State; attends formal and in-depth basic field training in relation to instruction of traffic safety and enforcement of the Illinois Vehicle Code; participates in on-the-job training on all policies, procedures and rules of the Department of Police.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

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

1. Attends formal classroom training to learn the principles and practices pertaining to investigative techniques with in-depth instructions of the Illinois Vehicle Code, the care and use of firearms, first aid, self-defense, report writing, telecommunications equipment, motor vehicle operation, etc.
2. Observes and participates in investigative and enforcement activities; receives on-the-job training in order to gain familiarity with the day to day operations involved with the Department of Police.
3. Receives training in dealing with human relations and interpersonal relation skills in order to effectively maintain good public relations with members of the public, co-workers, and members of the criminal justice system.
4. 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. Relevant experience may be substituted for the college requirement on a year for year basis. **Past criminal or traffic convictions can affect eligibility.**

INVESTIGATOR – TRAINEE (Continued)

Knowledge, Skills and Abilities

Requires possession of a valid Illinois Driver's License.

Requires physical condition sufficient to pass and maintain a comprehensive physical examination.

Requires elementary knowledge of the Illinois Vehicle Code

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

Requires ability to learn human relations and interpersonal relation's skills in order to deal with members of the public and representatives of outside agencies.

Requires freedom from any criminal background.

Requires the ability to successfully complete the Illinois Law Enforcement Training and Standards Board Basic Training Program.

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

Established – December 16, 1986

Revised – July 15, 2009