

**Office of Executive Inspector General
Investigative Assistant
Position Description**

Posting Date: February 14, 2019
Posting Close Date: Open until position is filled
Salary Range: \$2,500 to \$2,917 Monthly

POSITION SUMMARY: Under the direct supervision of the Deputy Inspector General and Chief and Supervising Investigator, serves as an investigative assistant. The incumbent is responsible for a variety of highly professional, administrative, and confidential duties including assisting attorneys and investigators; maintains confidentiality of investigations in the office; serves as a back up to office Administrative Assistant as needed. This position involves working with information of an extremely sensitive and confidential nature.

ESSENTIAL RESPONSIBILITIES:

1. Assists with the analysis and interpretation of information, documentation and physical evidence associated with investigations; utilizes research programs to obtain information that relates to or assists in investigations.
2. Assists with case file management by organizing records of all information and material pertinent to open investigations; collecting, identifying, labeling and storing evidence; maintains records of all information and material related to investigations.
3. Assists attorneys and investigators by researching documents and databases, analyzing telephone records, personnel records, financial records, compiling data, indexing and summarizing documentation, drafting documentation; compiling statistical data relevant to investigations and forward to Investigators for utilization in investigations.
4. Maintains and updates the complaint database and spreadsheets with relevant information related to investigations.
5. Assists in the quality review of investigative case files to ensure compliance with agency policy and procedure.
6. May assist investigators on surveillances and interviews regarding information verification and/or corroboration; documents statements, observations and evidentiary materials; prepares written reports as assigned.
7. Enter and/or update information into the OEIG case management system as required.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

REPORTS TO: Deputy Inspector General and Chief and Supervising Investigator

SUBORDINATE POSITIONS: None

MINIMUM REQUIREMENTS:

- bachelor's degree in criminal justice, government, public or business administration or a related area of study or demonstrated knowledge, skill, mental development and equivalent experience to four years of college;
- experience in legal research is desirable;
- familiarity with current information technology hardware and applications to manage information and documents;
- ability to balance multiple concurrent priorities;
- strong organizational and writing skills;
- high personal ethical standards and discretion due to content of work materials;
- ability to travel, including overnight;
- demonstrated knowledge of Microsoft Office Suite (Excel, Word, Outlook) and internet applications; and
- ability to communicate clearly and concisely, orally and in writing, and the ability to interact professionally with others.

JOB STATUS: Full-time, FLSA non-exempt. This position is exempt from the provisions of the State of Illinois Personnel Code.

PHYSICAL FACTORS: Duties are generally performed in an office setting and typically includes:

- sitting for extended periods of time;
- using personal computer, photocopier, facsimile, telephone, and teleconference equipment;
- handling and transporting documents weighing up to 30 lbs.; and
- standing, reaching, and bending at the waist or bending of the legs.

LOCATION: The position is located in our Chicago office at 69 W. Washington Street.

HOW TO APPLY:

(The OEIG is a non-code state agency.)

Applicants should select the employment tab on our website at www.inspectorgeneral.illinois.gov and click the "apply for open position" link and follow the instructions for applying.

The OEIG is an Equal Opportunity Employer and provides reasonable accommodation to applicants and employees with disabilities.