

**Office of Executive Inspector General
Chicago Division
Position Description
Intake Investigator***

Posting Date: April 15, 2019
Posting Close Date: Open until position is filled
Salary Range: \$3,333.50 to \$5,833.50 Monthly

POSITION SUMMARY: Under direct supervision of the Deputy Inspector General – Complaints & Compliance, serves as an Intake Investigator. The incumbent is primarily responsible for conducting preliminary investigations of complaints and revolving door matters and speaking with complainants. This position involves working with information of an extremely sensitive and confidential nature associated with investigations and legal proceedings.

ESSENTIAL RESPONSIBILITIES:

1. Primarily responsible for conducting preliminary follow-up with complainants and others as appropriate to gather facts pertaining to the initial allegations and making recommendations on disposition of those complaints to allow for the timely determination of whether a complaint should be opened for investigation, referred, and/or declined. May conduct full-scale investigations as needed.
2. Responsible for investigating, analyzing, and making recommendations on revolving door determinations.
3. Speaks with complainants, primarily via telephone, to take and process new complaints and/or to communicate how the Office of Executive Inspector General (OEIG) addressed previous complaints.
4. Interviews complainants, ethics officers, subjects, eyewitnesses, revolving door applicants, and various other parties, chiefly over the telephone, to gather, verify, and/or corroborate necessary evidence.
5. Documents statements, observations, and evidentiary materials by preparing reports on all investigative action taken. Ensures reports are well-written, accurate, concise, thorough, and timely.
6. Collects, analyzes, and interprets information, documentation, and physical evidence.
7. Maintains records of all information and material pertinent to investigations; identifies, labels, and stores evidence; and ensures the security of all pertinent stored evidence and information gathered during the investigative process. Updates agency systems with investigative information.
8. Interacts with OEIG legal staff and other agencies under the jurisdiction of the OEIG, investigative entities within other agencies, auditors, the Illinois Office of Attorney General, and various law enforcement agencies to ensure professional cooperation and investigative efforts. Testifies in administrative and criminal court proceedings, as necessary.
9. Keeps current on agency and state policies, rules, regulations, and statutes.

ADDITIONAL RESPONSIBILITIES: Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

REPORTS TO: Deputy Inspector General – Complaints & Compliance

***NOTE:** Ranking of Investigator positions is based on level of education, relevant work experience and seniority with the OEIG.

SUBORDINATE POSITIONS: None

MINIMUM REQUIREMENTS:

- bachelor's degree in criminal justice, law enforcement, public or business administration, or a related area of study or demonstrated knowledge, skill, mental development, and experience equivalent to four years of college; or four years of professional investigative experience in law enforcement or a related field;
- knowledge of investigative techniques, practices, and concepts preferred;
- ability to complete projects with short deadlines;
- ability to balance multiple concurrent priorities;
- strong communication, analytical, organizational, and problem-solving skills;
- ability to exercise independent judgment and make sound decisions effectively;
- ability to handle and resolve ambiguous situations and issues;
- ability to communicate clearly and concisely, orally and in writing, and the ability to interact professionally with others;
- high personal ethical standards due to content of work materials;
- flexibility to work independently as well as in a team environment;
- knowledge of Illinois statutes, rules, and regulations concerning conflicts of interest and malfeasance;
- demonstrated knowledge of Microsoft Office Suite (Excel, Word, Outlook) and other applications; and
- ability to travel, including overnight.

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 West Washington

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.