



INVESTIGATOR III - IG **(Office of Inspector General)**

MINIMUM QUALIFICATIONS: Graduation from an accredited college or university with a Bachelor's degree plus four years of work experience in the performance of fact finding analysis and investigative research and reporting work, or an equivalent combination of education, training, and experience provided that the minimum degree requirement is met. A valid State of Illinois driver's license is required, as well as the availability to work any duty watch.

DUTIES:

- Functions as an active investigator and resource to conduct investigations and special projects and to assist less experienced personnel in the investigation of unusual or complex cases and allegations of large scale criminal activity, official misconduct, waste or inefficiency by city employees;
- Coordinates interviews of difficult or uncooperative complainants, witnesses, and employees to gather facts and evidence in the course of investigating alleged criminal activity, official misconduct, violations of personnel and administrative rules, and waste and inefficiency within city government and by those doing business, or seeking to do business, with the city;
- Assists in developing training on investigative procedures;
- Helps train and assists entry level investigators on standard and specialized investigative techniques;
- Develops proactive investigations of various complexity and works with less experienced investigators to develop evidence by following through on leads to obtain additional information regarding the allegation(s);
- Functions as a lead investigator on large scale investigations of systemic criminal activity, official misconduct, and significant waste and inefficiency requiring specialized investigative and surveillance skills;
- Conducts site visits to gather physical evidence and examines complex work records and related documents;
- Conducts highest-level analysis of physical, circumstantial, and statistical evidence;
- Consults with Chief Investigator for clarification or guidance as necessary;
- Communicates with other investigators regarding problems, new investigative methods, and new information sources;
- Develops multiple confidential sources and other intelligence;
- Prepares detailed reports of complex investigations and special projects conducted, including high-level analysis and findings, and makes disciplinary recommendations;
- Develops high-level analysis into new investigations or audits;
- Uses photographic and video equipment, and other sophisticated investigative equipment and techniques, in the conduct of surveillance and other covert work;
- Testifies in court, at arbitrations, or before Personnel Board hearings on investigations conducted and findings.

ANNUAL SALARY: Range: \$70,140 – \$94,848 (annual increases)
Starting \$70,140; Post successful six-month review \$72,120