



THOMAS J. DART
SHERIFF

**SHERIFF'S OFFICE OF COOK COUNTY
PERSONNEL DEPARTMENT**

NOTICE OF JOB OPPORTUNITY

Job Title	Investigator I Grade: IS2
Minimum Qualifications	<i>See Attached</i> Application Deadline: June 2, 2010 Documentation Deadline: June 9, 2010. A copy of your High School diploma or G.E.D. Certificate and Driver's License <i>must</i> be submitted to the Department of Personnel by June 9, 2010.
Starting Salary	\$21.737 Hourly
Location of Position	Office of Professional Review 3026 S. California, Building 2-4 th Floor
Duties	See Attached
Application Period	May 19, 2010 – June 2, 2010

If interested in this position, please obtain an **APPLICATION** from the Cook County Sheriff's Department of Personnel located at:

*Richard J. Daley Center
50 West Washington, Room 702
Chicago, IL 60602
(312)603-4521*

*Office Hours: Monday through Friday
8:30 a.m. to 4:30 p.m.*

Please complete the application and submit it to the Department of Personnel in person or by certified mail or overnight courier. All applications must be received by Personnel no later than close of business on the last day of the application period, June 2, 2010. Please note that any documents listed in the **Minimum Qualifications** section should be provided to the Department of Personnel by June 9, 2010.

**The Cook County Sheriff Office is an Equal Opportunity Employer.
The Cook County Sheriff's Office prohibits all Unlawful Discrimination in all Employment Actions.**

*Rosemarie M. Nolan, Director
Sheriff's Personnel Department*

*Joseph Ways, Sr., Executive Director
Office of Professional Review*

COOK COUNTY SHERIFF'S OFFICE



Job Code: 0698
Job Title: Investigator I
Salary Grade: IS2
Department: Office of Professional Review

Characteristics of the Position

General Overview

Conducts investigations requiring a high degree of professionalism in technique and methodology by collecting pertinent information, gathering and maintaining evidence, managing crime scenes, conducting surveillance, compiling investigative files, conducting investigative interviews, consulting with prosecutors and/or other law enforcement agencies, and generating related reports.

Key Responsibilities and Duties

Investigates complaints which may vary from minor rule violations to serious misconduct, including criminal activity.

Conducts all investigations in compliance with the Standard Operating Procedures of the Office of Professional Review.

Conducts interviews of complainants, victims, witnesses, accused Cook County Sheriff's Office employees, contract employees or civilians identified as subjects in Office of Professional Review investigations.

Obtains and reviews all relevant records from within the Cook County Sheriff's Office. Obtains and reviews other relevant records, to include, but not limited to, police reports, hospital records and employment records. Obtains and reviews any relevant video and/or audio recordings.

Manages evidence security by ensuring chain of custody, creating and maintaining evidence logs, monitoring evidence storage, transporting evidence and ensuring proper disposal of evidence and contraband.

Prepares typewritten documents and reports; submits completed and accurate summary reports of the investigation.

Provides sworn testimony before the Cook County Sheriff's Merit Board, as well as other recognized administrative, civil and criminal courts.

Delivers subpoenas whenever the situation requires, such as the summoning of evidence and the calling of persons to appear in court.

Knowledge, Skills and Abilities

Complete and thorough knowledge of investigative methodology. Ability to understand and effectively interpret all federal, state and local regulations dealing with investigations including a working knowledge of the criminal laws and statutes of the State of Illinois.

Thorough working knowledge and experience in handling and collecting both documentary and physical evidence.

Ability to effectively communicate, both orally and in writing.

Possess the skill in recognizing, developing and presenting documentary and physical evidence that reconstructs the events, sequences and time elements and establishes relationships, responsibilities, legal liabilities and conflicts of interest in a manner that meet requirements for presentation in various legal hearing and court procedures.

Minimum Qualifications

Possession of a High School Diploma or General Education Development (G.E.D.) Test Certificate.

Graduation from an accredited law enforcement academy or correctional academy.

Three (3) years experience in a law enforcement or a security related field, community corrections, and/or corrections related organization.

Possess and maintain the ability to carry a firearm, including possession of a valid Firearms Owners Identification Card (F.O.I.D.) and the ability to qualify with a firearm with a minimum score of 70 or above.

Possession of a valid Driver's License.

Typing skills (25wpm with 95% accuracy), familiarity with computer keyboards and data inputting, clearly legible handwriting, and proficiency in spelling.

Preferred Qualifications

Graduation from an accredited college or university with an Associate Degree.

The duties listed are not set forth for the purposes of limiting the assignment of work. They are not to be construed as a complete list of many duties normally performed under a job title or those to be performed temporarily outside and employee's normal line of work.

The Cook County Sheriff's Office prohibits all unlawful discrimination in its hiring and promotional process.