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EDWARD S. WODNICKI, Executive Director

**COOK COUNTY  
SHERIFF'S MERIT BOARD  
69 W. WASHINGTON SUITE 1100  
CHICAGO, ILLINOIS**

**POSITION OF INVESTIGATOR  
COOK COUNTY SHERIFF'S MERIT BOARD**

**Salary Grade: 18**

**\$21.062 per hour**

**Position Description**

**Under the direction and supervision of the Cook County Sheriff's Merit Board, investigators have the responsibility to verify an applicant's eligibility for a position with the Sheriff's Department of Corrections and/or Court Services. The investigator in the performance of his prescribed duties may be assigned to administrate an entry-level written examination, physical ability test and will ultimately be responsible to do an in-depth investigation to confirm the integrity and validity of information, references and documentation an applicant is prescribed to make available to the Cook County Sheriff's Merit Board for their review and determination of eligibility.**

**Responsibilities and Duties**

**Investigators will ensure that all mandated documents are submitted by the applicant.**

**In the course of confirming the accuracy and relevance of submitted documents the investigator will give specific and personal attention to individual references to determine the bias, if any, of the personal references which would reflect on the character and veracity of the applicant.**

**This will include but not be limited to contacting former employers, personal and professional friends, relatives, neighbors and any such individual who may**

subscribe to the applicants values. Such determinations may require in-person confirmations.

Investigators are required to be well versed and experienced in investigative sources such as electronic references that may include local, state or federal references available to sworn law enforcement personnel. The investigator must have the ability to interpret such references and ultimately include them in a succinct but all inclusive report so that the Cook County Sheriff's Merit Board so that they may have sufficient information to accurately evaluate the entry level applicant.

Investigators will conduct their investigations in an expeditiously but thorough and accurate manner. The investigator when necessary will review the progress of a file with a supervisor. The investigator will maintain the fluid process of the file which will ultimately be reviewed by the supervisory staff and evaluated by the Cook County Sheriff's Merit Board. The investigator is mandated to keep all applicant information confidential. The investigator will not discuss an applicant's hiring probabilities which is exclusively the realm of the Sheriff's Department of Personnel.

#### **Knowledge, Skills Abilities**

Sheriff's Merit Board Investigators are required to have a thorough knowledge of all Federal, State and local laws and the Sheriff's Merit Board and Regulations as they relate to the conduct and performance of investigative activity.

The investigator's position requires an established knowledge of investigative techniques, methods and reference sources. The investigator is required to have the ability to administer and/or coordinate investigative activity to exercise appropriate discretion and resourcefulness in carrying out an assignment.

An investigator should be proficient with spelling, knowledgeable in the application of proper grammar and the ability to compose a comprehensive, accurate and organized computer typed report.

#### **Minimum Qualifications**

Possession of an accredited High School Diploma or General Education Development (G.E.D.) Certificate acceptable to the Sheriff's Merit Board.

Three (3) years experience obtained within five (5) years preceding the date of application in conducting individual background investigations. Such experience being obtained while engaged with an accredited law enforcement agency, United States Military Unit or similarly accredited criminal justice organization.

Applicant must possess a Driver's License acceptable to the Board. Must be a citizen of the United States. Must possess a Illinois Firearms Owners Identification

**Card (F.O.I.D.). Must pass the requisite Cook County Sheriff's Department weapons qualification.**

**It is further mandated that failure to qualify in any regulatory provisions as listed above necessary in this law enforcement investigative position will result in the immediate termination of employment with the Cook County Sheriff's Department and the Sheriff's Merit Board.**

**Desirable Qualifications**

**Possession of an Associate Degree or higher Degree from an accredited institution acceptable to the Cook County Sheriff's Merit Board with emphasis in Criminal Justice or related field.**

**Graduated from an accredited Law Enforcement academy.**

**A military veteran having served honorably in service to the United States of America.**

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

**The Cook County Sheriff's Office or the Sheriff's Merit Board prohibits all unlawful discrimination in its hiring and promotional process.**