



THOMAS J. DART
SHERIFF

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

NOTICE OF JOB OPPORTUNITY

EXTENSION

Job Title	Senior Investigator Grade: 21
Minimum Qualifications	<i>See Attached</i> Application Deadline: June 1, 2010 Documentation Deadline: June 8, 2010. A copy of your High School diploma or G.E.D. certificate must be submitted to the Department of Personnel by June 8, 2010.
Starting Salary	\$27.848 Hourly
Location of Position	Office of Professional Review 3026 S. California, Building 2-4 th Floor
Duties	See Attached
Application Period	April 28, 2010 – June 1, 2010 (Application period extended)

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 1, 2010. Please note that any documents listed in the **Minimum Qualifications** section should be provided to the Department of Personnel by June 8, 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: 5295
Job Title: Senior Investigator
Salary Grade: 21
Department: Office of Professional Review

Characteristics of the Position

General Overview

The Senior Investigator is responsible for supervising and reviewing the investigative work product in draft and/or final form of reporting Investigators, identifying problem areas and recommending supplemental activities or corrections; perform analyses with regard to a wide variety of allegations received; drafting and preparing concise, logical briefings and reports of investigations and summaries, including recommendations for prosecution and/or administrative action; and, participating as a management advisor in developing office policy and in implementing that policy relative to quality, investigative techniques and procedures. Performs special assignments where investigative matters cover a wide range of criminal codes and administrative laws, and performs other duties as assigned.

Key Responsibilities and Duties

Conduct investigations by collecting pertinent information, gathering and maintaining evidence, managing crime scenes, providing investigative guidance, briefing management staff, conducting surveillance, compiling an investigative file, conducting investigative interviews, tracking investigative progress, consulting with prosecutors and/or other law enforcement agencies, and generating related reports.

Promote professional standards by ensuring policy and procedure compliance, maintaining a professional image, representing the Sheriff's Office externally, providing professional interventions, conducting and attending training, attending continuing education, utilizing resource materials, and maintaining professional memberships.

Perform administrative tasks such as providing staff guidance, conducting and attending meetings, generating monthly reports, maintaining file security, disseminating file information, overseeing office management, serving as a duty senior investigator (shift supervisor), obtaining outside agency reports, and providing testimony.

Provide staff supervision by providing guidance to staff, delegating assignments, monitoring assignments, overseeing time and attendance, and conducting employee performance evaluations.

Manage 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.

Knowledge, Skills, and Abilities

Comprehensive and extensive knowledge of investigative principles, techniques, methods and procedures in order to oversee, coordinate, conduct the full range of investigative activities.

Ability to effectively present information both orally and in writing to convey ideas and concepts, defend rational and gain support for a position or proposed activity.

Expert knowledge of the operation of an internal affairs office and any pertinent laws, policies, and regulations in order to plan, conduct and coordinate investigations related to employee misconduct, either administrative or clerical.

Skill in recognizing, developing and presenting evidence that reconstructs events, sequences and time elements; and establishes relationships, responsibilities, legal liabilities and conflicts of interest in a manner that meet requirement for presentation in various legal hearing and court proceedings.

Minimum Qualifications

High School Diploma or General Education Development (G.E.D.) test certificate.

One (1) year supervisory experience in a law enforcement or security related field, community corrections, and/or corrections related organization; and, three (3) years investigative experience in a law enforcement or security related field, community corrections, and/or corrections related organization.

Preferred Qualifications

Graduation from an accredited college or university with a Bachelor's Degree preferably in relation to specific duties and area of assignment.

Three (3) years supervisory experience in a law enforcement or security related field, community corrections, and/or corrections related organization, and five (5) years investigative experience in a law enforcement or security related field, community corrections, and/or corrections related organization.

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 the 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.