

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

GAMING SPECIAL AGENT TRAINEE

POSITION CODE: 17195

Effective: 3-1-17

DISTINGUISHING FEATURES OF WORK:

Under immediate supervision, for a period of up to twelve months, participates in an agency sponsored training program, receiving police academy and formal agency training and controlled work assignments to develop the broad knowledge, understanding and practical skills necessary to perform regulatory enforcement and criminal investigations for the Illinois Gaming Board. Work involves travel, overtime and performance of shift work, which may include weekends and holidays.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Receives formal classroom training which includes instruction in the use of firearms, rules of evidence applicable to courts in criminal cases, controlling court decisions, preparation of reports, investigative procedures and techniques applicable to criminal cases, administrative procedures, standards and rules of conduct and other matters pertaining to criminal investigations.
2. Receives on-the-job training in regulatory and criminal investigations and closely controlled assignments designed to provide work experience in applying the skills and knowledge acquired during classroom training; travels to gaming sites with field training agents and/or more experienced agents to perform the duties assigned by superiors.
3. Performs simple background investigations of applicants seeking licensure by the Illinois Gaming Board; collects fingerprints, attains facts and evidence and coordinates information retrieval and exchange with other agencies and gaming regulation or law enforcement jurisdictions; assists higher level agents in performing more complex background investigations to gain experience and develop skills.
4. Completes all mandatory annual professional training and firearms qualifications as defined by agency policy and applicable law.
5. Performs other duties as required or assigned, which are reasonably within the scope of the duties enumerated above.

## GAMING SPECIAL AGENT TRAINEE (Continued)

### DESIRABLE REQUIREMENTS:

#### Education and Experience

Requires possession of a Bachelor's degree from an accredited college or university with major course work in criminal justice, law enforcement, pre-law or business administration.

Requires successful completion of the firearms qualification course during the first 12 months of employment.

Requires successful completion of a basic law enforcement training program at an accredited police academy during the first 12 months of employment.

At the time of hire, applicants must satisfy these conditions\*:

- a) Possess sufficient physical fitness to pass the Peace Officer Wellness Evaluation Report (POWER) test; and
- b) Have a valid Firearm Owners Identification (FOID) card.

#### Knowledge, Skills and Abilities

Requires elementary knowledge of the criminal justice system as it relates to investigations.

Requires ability to communicate effectively both orally and in writing and to have a written and spoken knowledge of the English language.

Requires ability to properly prepare written investigative reports.

Requires ability to understand and follow oral and written instructions.

Requires ability to learn the proper operation and maintenance of two-way radios and firearms.

Requires ability to obtain knowledge and understanding of the Riverboat Gambling Act, Video Gaming Act, all related laws and rules and any pertinent criminal statutes.

Requires ability to establish and maintain effective and cooperative working relationships with various others.

Requires physical strength and agility to complete academy training and to practice the art of self defense.

Requires ability and willingness to work overtime and/or to perform shift work, which may include weekends and holidays.

Requires possession of an appropriate valid driver's license, and the ability to travel.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a language other than English at a colloquial skill level. Some positions may require candidates to possess specific effective communication skills, such as reading Braille, performing sign language or other forms of manual communication.

\*These standards have been set forth in the Illinois Police Training Act (50 ILCS 705/) and the Peace Officer Firearms Training Act (50 ILCS 710/). These standards have been authorized and approved by the Illinois Law Enforcement Training & Standards Board and the Illinois State Police Merit Board. More detailed information on testing and methods of verification may be found by contacting those state agencies or the Illinois Gaming Board.