

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

REAL ESTATE INVESTIGATOR

POSITION CODE: 37730
Effective: 7-1-14

DISTINGUISHING FEATURES OF WORK:

Under general supervision, functions as a professional investigator conducting statewide regulatory investigations and/or inspections of real estate brokers and sponsored sales persons, real estate brokerage firms, real estate broker offices, real estate appraisal offices, auction firms and other entities who are in apparent violation of the laws and regulations governing the profession, or who are the subject of complaints, allegations of fraud, deception or misrepresentation; ensures compliance with the Real Estate License Act of 2000, Real Estate Appraiser Act, Auction License Act and other related Acts; collects evidence and prepares appropriate exhibits and supporting documents; produces comprehensive reports of all investigation activities assuring technically accurate and detailed findings; works closely with States Attorney's Office and Attorney General to expedite cooperative investigation and prosecution procedures; serves as an expert witness in court or regulatory/administrative hearings.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Conducts statewide overt and covert regulatory investigations of Illinois real estate brokers and sponsored sales persons, real estate brokerage firms, real estate broker offices, real estate appraisal offices, auction firms and other entities for the purpose of exposing and documenting illegal or unethical professional practices.
2. Receives file initiation report, complaint letter and computer printout of licensee registration number to review for accuracy of information submitted.
3. Collects, organizes and assembles evidentiary material, i.e., exhibit documents, interrogation statements of suspected subject(s) and witness(es) and prepares complex, comprehensive investigation reports outlining investigation activities, illegal or unethical activities, and makes recommendation for appropriate action to prosecutor/regulatory officials.
4. Cooperates with and provides investigative assistance to other state, local and federal agencies in order to expedite cooperative investigations; represents the department by serving as an expert witness to verify investigation findings in committee, administrative and/or regulatory hearings.

REAL ESTATE INVESTIGATOR (continued)

5. Participates in training programs and may provide on-the-job training to newly hired investigators; attends regular informational meetings and outside seminars all of which are relevant to procedures of investigation activities.
6. Receives and answers public inquiries concerning procedures to file complaints and jurisdiction of complaints.
7. In conjunction with investigation activities, performs inspection duties assuring licenses are current and displayed according to the Illinois Real Estate License Act of 2000.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in law enforcement, criminal justice, investigation, or related field, and one year of responsible investigatory experience in law enforcement or related field. Related work experience and training may be substituted on a year for year basis in lieu of college.

Knowledges, Skills and Abilities

Requires working knowledge of modern law enforcement investigatory concepts and techniques.

Requires working knowledge of judiciary rules of evidence to collect legally admissible evidence.

Requires working knowledge of the functions and interrelationships of local, federal and state agencies.

Requires working knowledge of the law enforcement provision of the Illinois Real Estate License Act of 2000 administered by the Department of Financial and Professional Regulation.

Requires ability to apply the Uniform Standards of Appraisal Practice in accordance with federal standards.

Requires ability to prepare written reports based upon findings of investigations to be filed with States Attorney for prosecution or for use as a basis for license revocation proceedings by the department.

Requires ability to recognize and gather appropriate evidentiary statements, exhibits and materials for use in prosecution of cases or disciplinary action.

REAL ESTATE INVESTIGATOR (continued)

Requires ability to prepare case reports for referral to regulatory staff and/or prosecuting agencies.

Requires ability to exercise discretion and judgment in making decisions concerning the state's case and recommending what action the department should initiate; applies and interprets agency policies and procedures.

Requires ability to develop and maintain satisfactory working relationships.

Requires ability to conduct tactful interrogations and complete investigations.

Requires ability to understand, interpret and explain statutory requirements, rules, regulations and procedures as administered by the Department of Financial and Professional Regulation.

Requires possession of an appropriate valid driver's license and the ability to travel statewide on short notice.